# UNSW SMITHS LAKE FIELD STATION

# USER GUIDE

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School of BEES

UNSW Sydney

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# 2 Safe use during COVID-19

Any breach or non-compliance with any COVID-19 requirements may lead to a direction being issued to you and/or your guests to immediately leave the Field Station. If such a direction is issued you must comply with it.

These guidelines are subject to change at any time in response to changes in Government and/or UNSW policy.

## 2.1 What you need bring to Smiths Lake Research Station

The field station is mainly self-provisioned and visitors are expected to bring their own consumables during times outside of of the COVID-19 pandemic (Section 6, page 31).

During COVID-19 restrictions, visitors are also expected to bring the following safety and cleaning consumables:

- Gloves to wear when cleaning
- Detergent based cleaning products
- Dish washing detergent
- Hand sanitiser (amount appropriate to the group size)
- Spray sanitiser (to clean touch points throughout the day).
- Hand wash soap
- Sleeping gear as usual (Section 6) and additionally a bottom/fitted sheet for each person (SL3: for a king-single size mattress; student dorms: regular single mattress size).

Some of these consumables are likely to be onsite; however, due to the remote nature of the site, we cannot guarantee they will be there and so you are expected to bring your own supplies.

We provide paper towel and toilet paper.

## 2.2 Restrictions on access to the station and what to do if a guest develops symptoms

*A guest is not permitted to visit the station if any of the following apply, unless they have approval from a Health Officer (normally resulting from a negative COVID-19 test):*

- They are showing symptoms consistent with COVID-19
- They have returned from overseas immediately prior to staying at the Field Station and have not been through the required quarantine/isolation period.
- They are subject to a quarantine notice, self-isolation notice or similar.
- Been in close contact with someone who has been diagnosed with COVID-19.
- They have been to any of the locations or public transport routes during the time and date indicated on the NSW Government Website (https://www.nsw.gov.au/covid-19/latest-news-and-updates) under the “Self-isolate and get tested immediately if you've been to these locations” heading.:

If any guest is unwell with respiratory symptoms or fever during their stay or within 72 hours of departure from the station:

1. They must get tested immediately and place themselves in isolation.
2. They must immediately notify the Field Station Manager.
3. The group leader must notify all guests at the Field Station.
4. If symptoms develop while at the Station they must get tested immediately and place themselves in isolation.
5. Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.
6. The person being tested must isolate until Public Health authorities inform you it is safe for you to return to your usual activities (normally resulting from a negative COVID-19 test)
7. If a guest is required to isolate:
    - Remain separated from others. Stay 1.5 metres apart.
    - Wear a surgical mask when you are in the same room as another person (even if they are also in isolation). Make sure the mask always covers your nose and mouth.
    - Do not share a room with anyone else. Isolate in one bunk room and keep windows open if possible.
    - One of the toilets and showers should be dedicated to the person being tested
    - There should be one dedicated eating table in the outdoor area. This should be separated from all other guests.
    - These areas must be identified and labelled.
    - These areas must be reported to Mira van der Ley (0400 719 861) and Jim Stack (0488 122 996)
8. Once test results are known, the guest is required to notify the Field Station Manager.

*Testing clinics near Smiths Lake*

- **Forster Laverty Pathology**
    - 20 South Street, 2428, Forster, NSW, AU
    - Approximately 21.5km away
    - Appointments are required
    - Wheelchair accessible
    - (02)65547129
    - Monday 2:00PM - 4:00PM
    - Tuesday 2:00PM - 4:00PM
    - Wednesday Closed
    - Thursday Closed
    - Friday 2:00PM - 4:00PM
    - Saturday Closed
    - Sunday Closed
- **Tomaree Laverty Pathology Drive-through Clinic**

    - 20 Aquatic Close, Access via Palmer Way, 2315, Nelson Bay, NSW, AU
    - Approximately 50.1km away
    - Appointments are required
    - Wheel chair accessible but patrons must remain in motor vehicle
    - (02) 4964 7497
    - Monday 9:00AM - 3:00PM
    - Tuesday 9:00AM - 3:00PM
    - Wednesday 9:00AM - 3:00PM
    - Thursday 9:00AM - 3:00PM
    - Friday 9:00AM - 3:00PM
    - Saturday Closed
    - Sunday Closed
- **Taree Respiratory Clinic**
    - 134 Pulteney Street, 2430, Taree, NSW, AU
    - Approximately 50.6km away
    - Appointments are required
    - Monday 9:00AM - 1:00PM
    - Tuesday 9:00AM - 1:00PM
    - Wednesday 9:00AM - 1:00PM
    - Thursday 9:00AM - 1:00PM
    - Friday 9:00AM - 1:00PM
    - Saturday Closed
    - Sunday Closed
- **Taree Douglass Hanly Moir Pathology**
    - 65 Pulteney Street, 2430, Taree, NSW, AU
    - Phone 1800 026 622 or (02) 9111 3405 to make a booking.
    - Approximately 50.8km away
    - Appointments are required
    - GP referral is required
    - 1800 026 622
    - Monday 9:00AM - 4:30PM
    - Tuesday 9:00AM - 4:30PM
    - Wednesday 9:00AM - 4:30PM
    - Thursday 9:00AM - 4:30PM
    - Friday 9:00AM - 4:30PM
    - Saturday Closed
    - Sunday Closed
- **Manning Hospital drive-through clinic**
    - 26 York Street, 2430, Taree, NSW, AU
    - Children under the age of 5 years will not be tested at this clinic and should attend their nearest ED or local GP so a full medical assessment can be undertaken.
    - Approximately 50.9km away
    - Appointments are required
    - Wheel chair accessible but patrons must remain in motor vehicle

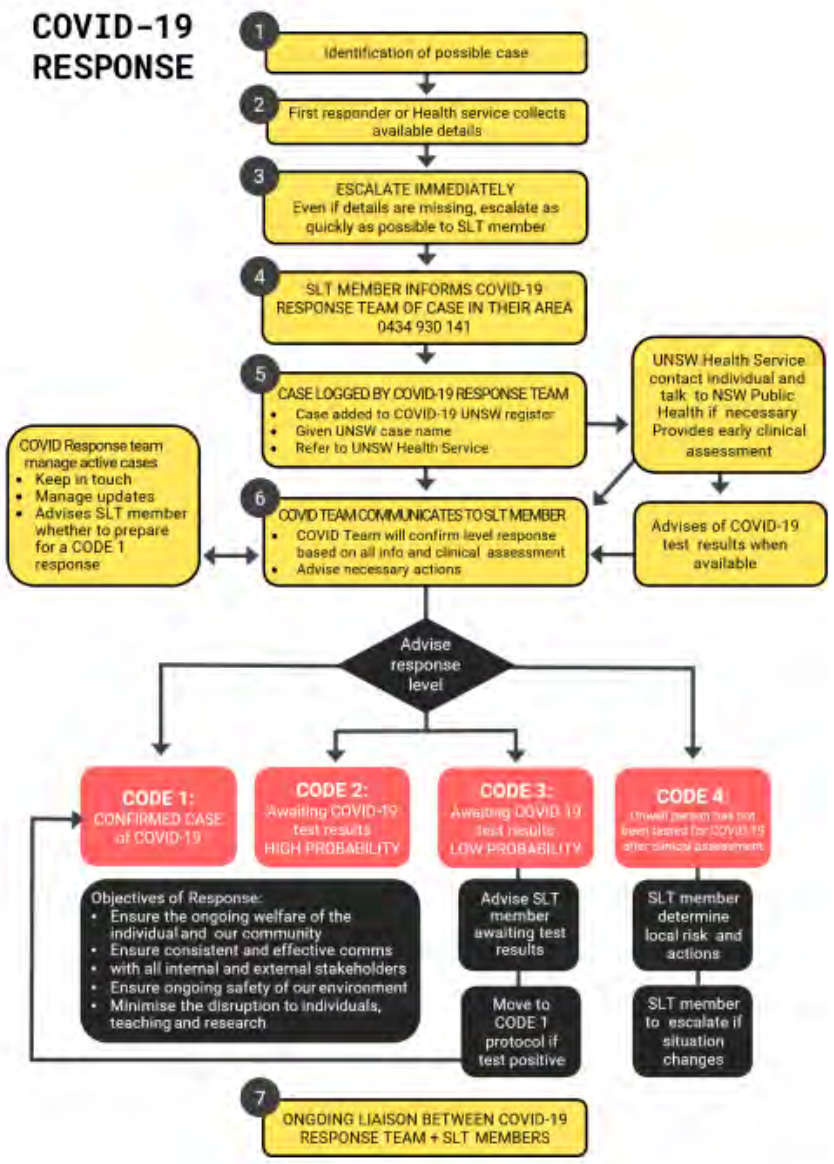
- (02) 6592 9850
- Monday 8:00AM - 4:30PM
- Tuesday 8:00AM - 4:30PM
- Wednesday 8:00AM - 4:30PM
- Thursday 8:00AM - 4:30PM
- Friday 8:00AM - 4:30PM
- Saturday 10:00AM - 2:00PM
- Sunday 10:00AM - 2:00PM

### *2.2.1 If there is a confirmed case of COVID-19*

- The infected person will be isolated following instructions form Public Health officers
- The Field Station will be immediately closed.
- Anyone station at the station, or anyone who has had had contact, with the infected person will need to isolate themselves for 14 days since their last contact.
- The NPWS will be advised of the infection and the Field Station will follow any direction issued by them.
- The Station will be cleaned following the Government guidelines at https://www.health.nsw.gov.au/Infectious/covid-19/Pages/hotels-accommodation.aspx and https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19#how-should-i-clean-if-someone-at

In addition to the above outlined response, if there is a suspected or confirmed case, the UNSW Case notification and management process will also be enacted.

Diagram 1:




Ends 25.05.20

3

## 2.3 Station capacity and physical distancing

Physical distancing is in force at Smiths Lake Field Station.

Based on sleeping and communal area restrictions, no more than 34 visitors are allowed onsite at any one time. But the total number of people at any outdoor gathering should not exceed 30

**Non-recreational bookings** are limited to the total station limit (34 persons)

**Recreational site capacities** are limited to (whichever is the lesser):

1. the number of visitors allowed at a residence. (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules#visitors-allowed-at-a-residence-and-outdoor-gatherings) OR
2. The total station limit (34 persons).

Each *individual* recreational booking group is capped at 8 (as per usual Smiths Lake recreational use rules)

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5 m physical distancing from students where practical.

### *2.3.1 Physical distancing*

- All rooms have posters indicating the maximum occupancy (based on the four square metre rule). These limits cannot be exceeded.
- Where reasonably practical, all visitors must maintain 1.5 metres physical distancing at all times.
    - This includes the kitchen and outdoor BBQ area.
    - If 1.5 metres separation cannot be maintained, wear a mask.
- If camping, unless you are in the same household group, tents should not be shared.

Sleeping arrangements

- There should only be one person for each bunk unit.
- Beds should be allocated so that no one sleeps adjacent to you on the same bunk level (layouts in Figure 1, Figure 2, and Figure 3 below)

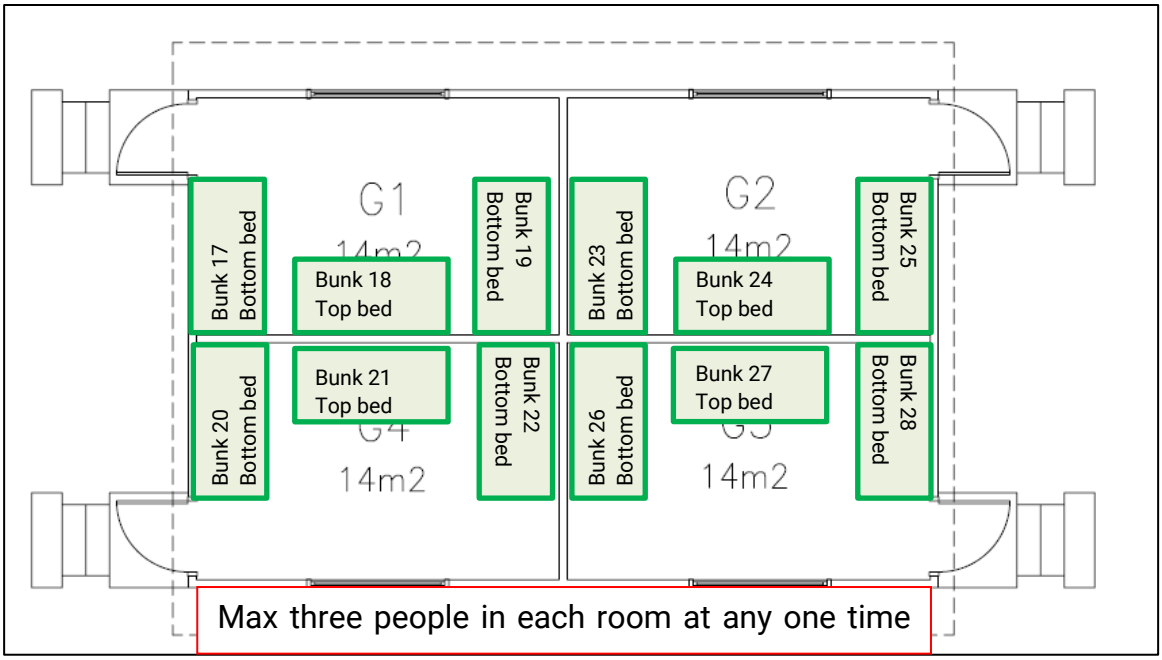



**Figure 1. Bunk configuration for the rooms in SL7**

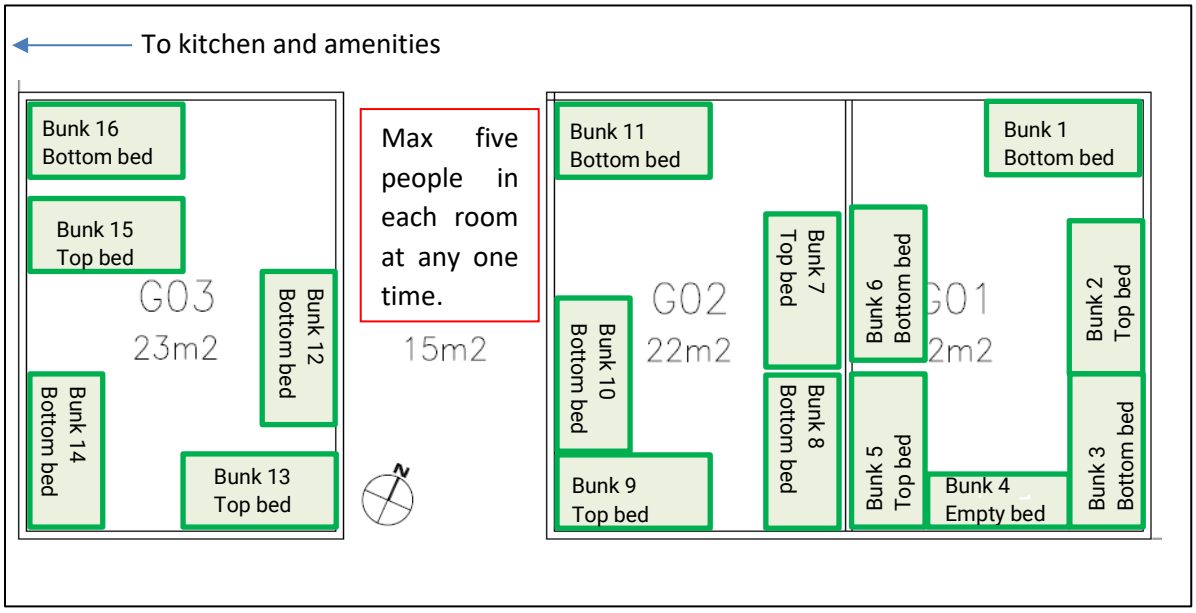



**Figure 2. Bunk configuration for the rooms in SL9.**

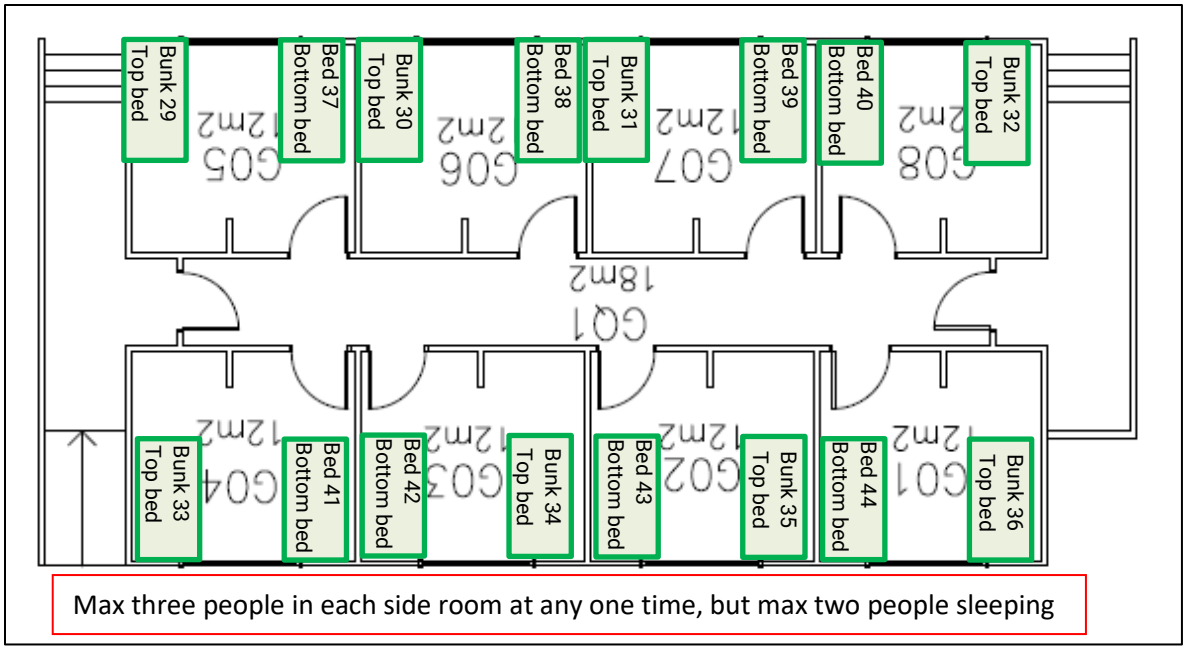



**Figure 3. Bunk configuration in SL3 (UNSW and OEH staff only).**

Room occupancies:

| Bldg - Rm | Room description | Area m² | Max. occup. |
|---|---|---|---|
| SL1 | | | |
| SL1 - G1 | Indoor kitchen | 26 | 6 |
| SL1 - G2 | lab | 35 | 8 |
| SL1 - G3 | rat proof room | 10 | 2 |
| SL2 | | | |
| SL2 - G1 | Ablutions ladies | 28 | 7 |
| SL2 - G2 | Ablutions gents | 28 | 7 |
| SL3 | | | |
| SL3 - G01 | NPWS road side ablutions end | 12 | 3 |
| SL3 - G02 | NPWS dorm | 12 | 3 |
| SL3 - G03 | NPWS dorm | 12 | 3 |
| SL3 - G04 | NPWS road side kitchen end | 12 | 3 |
| SL3 - G05 | NPWS COLA side kitchen end | 12 | 3 |
| SL3 - G06 | NPWS dorm | 12 | 3 |
| SL3 - G07 | NPWS dorm | 12 | 3 |
| SL3 - G08 | NPWS COLA side ablutions end | 12 | 3 |
| SL4 | | | |
| SL4 - G01 | boatshed | 39 | 9 |

| Bldg - Rm | Room description | Area m² | Max. occup. |
|---|---|---|---|
| SL5 | | | |
| SL5 - G01 | outdoor kitchen | 27 | 6 |
| SL6 | | | |
| SL6 - G01 | COLA table store | 27 | 6 |
| SL6 - G02 | COLA | 137 | 34 |
| SL7 | | | |
| SL7 - G1 | Student dorm near kitchen - NW | 14 | 3 |
| SL7 - G2 | Student dorm near kitchen - NE | 14 | 3 |
| SL7 - G3 | Student dorm near kitchen - SE | 14 | 3 |
| SL7 - G4 | Student dorm near kitchen - SW | 14 | 3 |
| SL8 | | | |
| SL8 - G01 | BEES only stores - kitchen side | 11 | 2 |
| SL8 - G02 | BEES only stores - lake side | 11 | 2 |
| SL9 | | | |
| SL9 - G1 | Far dorm | 22 | 5 |
| SL9 - G2 | Far dorm | 22 | 5 |
| SL9 - G3 | Far dorm | 23 | 5 |

## 2.4 Hygiene and cleaning

The station is generally cleaned by casual staff between visits; however, due to the remote nature of the site, this cannot be guaranteed particularly if bookings are back-to-back. Cleaning staff are NOT on site for cleaning during a visit.

- Visiting groups are responsible for maintaining cleanliness and hygiene practices to prevent COVID-19 spread.
- Groups should clean and disinfect any points of contact on arrival and before departure.
- The group leader is responsible for ensuring their group complies with tasks outlined in the Smiths Lake Station User Guide.

***When using cleaning chemicals, you must have access to the safety data sheet and wear the appropriate personal protective equipment***.

### *2.4.1 Maintain good hygiene*

1. Adopt good hand hygiene practices.

    - making sure to clean your hands thoroughly for at least 20 seconds with soap and water
    - This includes before and after eating and after going to the toilet and cleaning
    - use alcohol-based hand sanitisers when you can't use soap and water, e.g. if you are doing fieldwork.
2. avoid touching your eyes, nose and mouth
3. cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow
4. avoid close contact with anyone with cold or flu-like symptoms.
5. Clean/sanitise frequently touched surfaces
6. Minimise physical contact keep 1.5 m away from others
7. Wear a mask when you cannot maintain 1.5 m separation from others.

### *2.4.2 Cleaning guidelines*

All staff and guests are expected to follow the following cleaning guidelines. These are taken from the following sources:

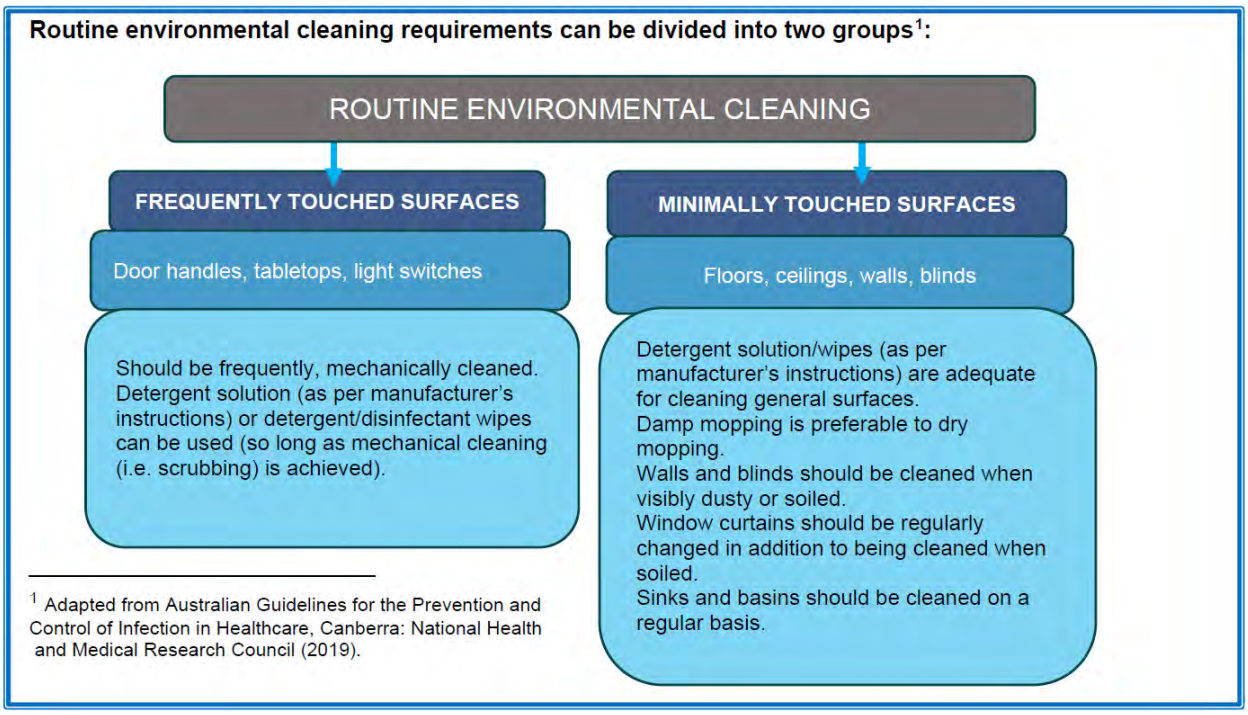
- https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community (accessed 27/10/2020)
- https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/hospitality/cleaning?tab=tab-toc-employer#heading--3--tab-toc-which_areas_should_be_cleaned_and_disinfected,_and_how_often? (accessed 27/10/2020)
- https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/cleaning-table-covid19-26May2020.pdf (accessed 27/10/2020)

Cleaning – key principles

- Detergents
    - Break down grease and remove organic material (dirt and grime) from the surface.
    - Should be used separately before using disinfectants.
    - For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used.
- Disinfectants
    - Disinfectants are liquids, sprays and wipes that are designed for use on surfaces to kill germs (microorganisms such as bacteria and viruses).
    - They are not to be taken internally or used on the skin.
    - It is important that you check that the selected disinfectant is suitable for the surface(s) that wish to disinfect.
- Wear disposable gloves to clean and disinfect. Visiting groups should bring their own gloves.

- Clean first with detergent and water before using disinfectant to remove visible dirt and reduce the number of microorganisms.
- Ensure more regular cleaning of frequently touched surfaces (e.g. tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc)
- Discard disposal items such as gloves and wipes immediately after use
- Clean reusable cleaning items such as buckets after use
- Wash hands with soap and water when cleaning is completed

Cleaning steps




1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

| | **Small groups** | **Large groups*** | **Cleaning staff** |
|---|---|---|---|
| Door handles, taps, toilet flushes and doors, shower taps, tables, sanitiser dispensers, fridge handles, stair rails, chairs, lab benches and other frequently touched surfaces | Clean and disinfect on arrival, before departure and at least daily. | Clean and disinfect on arrival, before departure and at least daily. Multiple times a day as required (e.g. after using tables each session) | Clean and disinfect before a group visit. |
| Equipment (e.g. microscopes) | Clean and disinfect before and after using. | | n/a |
| Food preparation areas and cooking equipment/utensils | Cleaned with a detergent based product before and after using. | Before and after using:<br>Clean with a detergent based product before and after using.<br>Sanitised with a food grade sanitiser (at the appropriate concentration so that it effectively sanitises but can be used for cooking/eating after the sanitiser dries without the need for further rinsing). | Surfaces cleaned and disinfected |
| Fridges | Clean and disinfect on arrival and before departure. | | Spot cleaning |
| Ablutions and kitchen floor - surfaces other than frequently touched surfaces | Mop with detergent based cleaning on departure | | Clean and disinfect before a group visit |

## 2.5 Contactless payment

- Payment for all Smiths Lake bookings is online via UNSW Webpay.
- After the visit, an invoice is emailed with a link to the payment system

## 2.6 Record keeping

*We keep a record of name and a mobile number or email address for all staff, visitors and contractors*

- Bookings now require a full list of attendees and a contact number.
    - This includes the room each person slept in.
- This is only for the purpose of tracing COVID-19 infections.
- This list is kept securely in the UNSW Records and Archives Management System.
- It is only accessible by the Smiths Lake Management Team (Mira van der Ley and Jess McConkey)
- The records are deleted after 28 days.

*The COVIDSafe app*

- All visitors to Smiths Lake Research Station are strongly encouraged to download the COVIDSafe app.
- https://www.health.gov.au/resources/publications/covidsafe-app-we-need-your-help

## 2.7 Booking changes

- Numbers are capped as outlined previously (Section 2.3) according to physical distancing requirements.
- Bookings may be cancelled at any time due to changes in Government or UNSW guidelines or due to suspected/confirmed cases.

## 2.8 National Parks - General Policy - All Types

*The following is taken directly from the National Parks Camping booking process, it is provided here for the information of Station guests.*

The following guidelines are in place to protect visitors and manage booking numbers to enable physical distancing.

- Only the people booked can stay. Additional people will not be allowed on arrival.
- You are responsible for maintaining contact details of your guests.
- You can book a maximum of 2 sites.

By proceeding you understand and agree that:

- You agree to bring your own cleaning supplies, sanitation products and plenty of water as water supply cannot be guaranteed.
- You will follow all directions, signage and physical distancing and public gathering rules. Latest rules are available on the NSW government website.
- If you are feeling unwell, you will stay at home.

Campsites will be maintained to general standards. NPWS cannot guarantee that surfaces and touch-points are sterilised.

### 2.9 What is COVID-19

*(The following is taken directly from [https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#what-is-covid19](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#what-is-covid19) 27/10/2020)*

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China.

Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

**Symptoms**

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:

- fever
- respiratory symptoms
    - coughing
    - sore throat
    - shortness of breath.

Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

To stop the spread of COVID-19 people with even mild symptoms of respiratory infection should get tested.

**Respiratory allergies** – allergic rhinitis (hay fever) and allergic asthma

People who have hay fever or allergic asthma may have similar symptoms to the symptoms of COVID-19. Some differences are:

fever does not occur with hay fever or allergic asthma

itchy nose, itchy and watery eyes, and itchy throat and palate are common symptoms of hay fever but not COVID-19.

More information about the different symptoms is available in the COVID-19: Identifying the symptoms factsheet.

It can be difficult to tell if your symptoms are due to allergies or to COVID-19. You should stay home and get tested:

- when you first get the allergy symptoms, and
- if your symptoms are unexpected, seem different or worse than usual, or do not respond to your usual medication.

Dr Nick Coatsworth gives more information about allergies and testing for COVID-19 in his Top 3 questions from 15 September 2020 video.

If you are concerned you may have COVID-19:

- use the symptom checker
- see how to seek medical attention
- see more about how you can get tested.

If you do not have any symptoms, you should still protect yourself and others.

# 3 Essential Information

## 3.1 Emergency Contacts

**Emergency Services**

## Fire / Ambulance / Police Emergency
## 'Triple-Zero' 000

**UNSW Security:**

Emergency number: 9385 6666

General number: 9385 6000

**Forster Police**
Lake St (cnr of West St), Forster
6555 1299

**Bulahdelah Police Station**
12 Meade St, Bulahdelah NSW 2423
4997 4204

**NSW Rural Fire Service**
Bush Fire Information Line
1800 679 737

**Forster Fire Station**
22 Lake St, Forster NSW 2428
6554 6096

**Manning Base Hospital**
Corner of High Street and, Commerce St, Taree NSW 2430
6592 9111

**Forster Private Hospital**
15 South St, Forster NSW 2428

6555 1333

**Station Maintenance**

**Caretaker**
**Jim Stack**
Dogwood Rd, Bungwahl
0488 122 996

**Station manager**
**Mira van der Ley**
UNSW Sydney
0400 719 861

**Plumber**
Jeff McCarthy
0419 484 273

**Electrician**
Rob Oxford (RDO Electricals)
6 Macwood Rd, Smiths Lake

## 3.2 Access

A general use key set is available in the distribution board between the drinking water tanks at the end of SL1. One key opens general access rooms and the others open the storage area, window locks for SL1 etc. Most users would require the general key set. It does not open the boatshed, the storage building or the NPWS dormitory. For groups with Department of Planning, Industry and Environment approval to use the National Parks dorm (SL3), there is a key in a key safe in the rat proof room, next to the door. The code is available to approved users from the field station manager. For UNSW groups requiring access to other restricted rooms, there is a key available from the field station manager.

### 3.3 Instructions for arrival and departure

**See check list in Appendix 5,** Arrival/Departure Checklist and Guest Register**, page 78**

**These are also printed out in the lab.**

Please note the following:

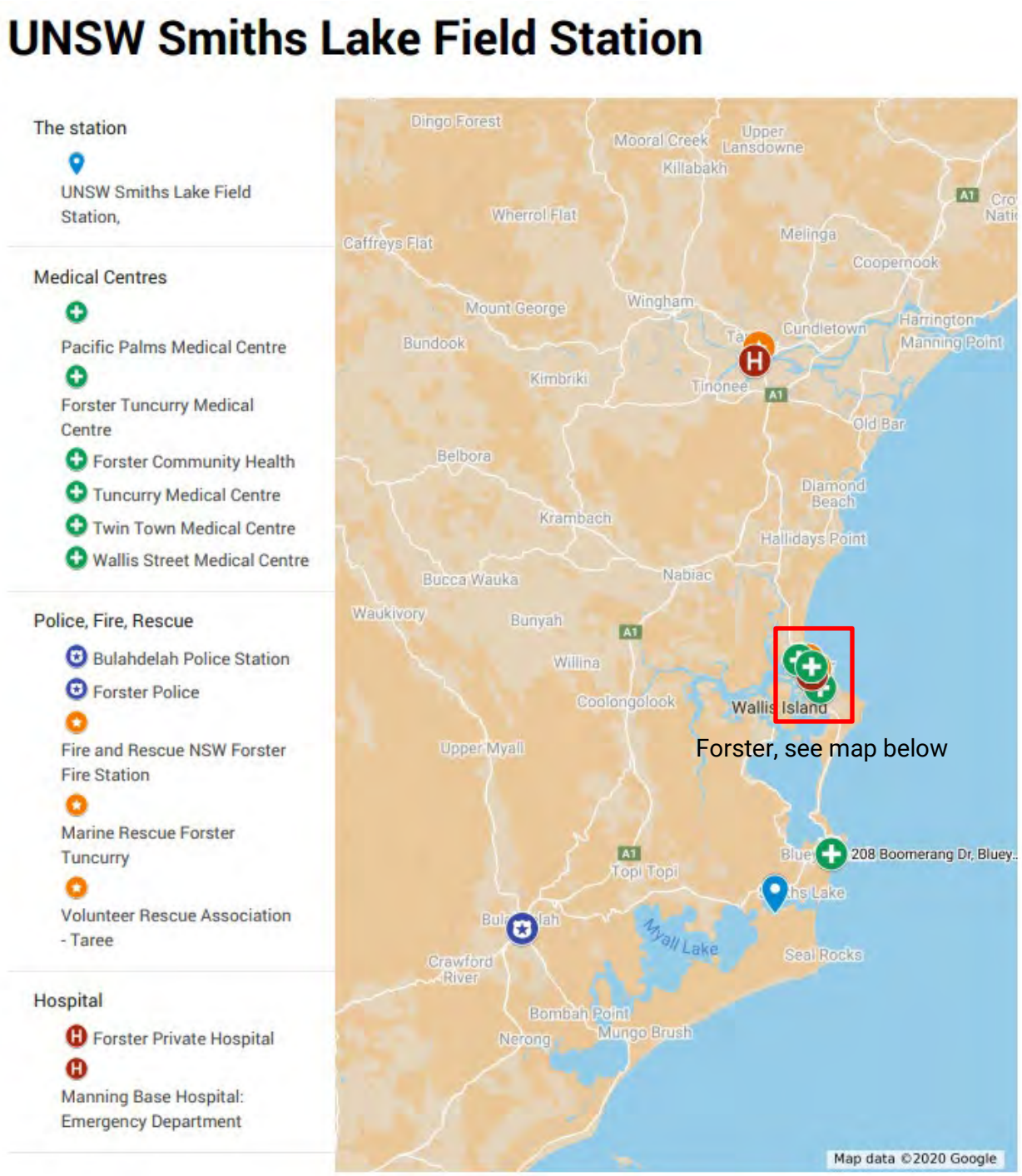
- In the event of a power failure, the main circuit breakers are at the eastern end of the dining area.
- Report any problems to Mira van der Ley, School of Biological, Earth and Environmental Sciences, UNSW. Tel. (02) 9385 8030 or 0400 719 861; local assistance may be sought form the caretaker, Mr Jim Stack on 0488 122 996

### 3.4 Location and directions

The UNSW Smiths Lake Field Station is located on the southwestern shore of Smiths Lake near the village of Bungwahl. It is about 35 km south of Forster, NSW. From Bulahdelah, take the Lakes Way, which leaves the Pacific Highway a few kilometres north of the town. At Bungwahl, turn right into Seal Rocks Rd, proceed towards Seal Rocks for 2.3 km. Turn left at Horse Point Rd, a dirt road opposite the Fish Co-op. Proceed straight ahead for 1.6 km until you reach the field station: do not turn left into Dogwood Rd.

### 3.5 Map of local emergency and medical services

https://www.google.com/maps/d/drive?state=%7B%22ids%22%3A%5B%221kYpNb_lpy7no0tT0hoTwINMEJuw65S4e%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22106499830836689981613%22%7D&usp=sharing



Wallis Street Medical C...
Fire and Rescue NSW For...
Forster Private Hospita...
Forster Tuncurry Medica...
Forster Community H
Miles Island
Leon Island
Wallis Lake
Head St
Strand St
Kularoo Dr
The Lakes Way
MacIntosh St
Forster Ave
Garden St
Mark St
Bright St
Toby St
Pirates Parade
Boona St
Lake St
James St
Well St
South St
Bruce St
Middle St
Middle Ln
Townsend St
Marcella St
Bells Ct
Curlew Ct
Wallis Ln
Head Ln
North St
North Ln
Little St
Godwin St
Water St
Regatta Ave
Sunset Ave
Surfview Ave
Likely St
Hadley St
Palmer
Lincoln
Waterview St
Boundary St
Cross St
Cabbage Ave
Mackenridge St
Port St
Forster
Tuncu

### 3.6 Other useful contacts

See page 20 for essential and emergency contacts.

| Medical Centres | |
|---|---|
| **Forster Tuncurry Medical Centre**<br>14 South St, Forster<br>6554 5331 | **Wallis Lake Medical Centre**<br>20 Wallis St, Forster<br>6554 7000 |
| **Tuncurry Medical Centre**<br>12 Beach St, Tuncurry<br>6554 5331 | **Bulahdelah Community Hospital**<br>Richmond St, Bulahdelah<br>4997 4477 |
| **Other** | |
| **NSW National Parks (DPIE)**<br>Myall Lakes National Park<br>The Ruins Campground<br>The Lakes Way, Pacific Palms<br>6591 0300 | **Marine Rescue Forster Tuncurry**<br>Breakwall, Dolphin Dr, Forster NSW 2428<br>6554 5458 |
| **Additional maintenance services (first refer to primary contacts on page 20)** | |
| **Essential Energy**<br>13 20 80 | **Elgas (gas supply)**<br>131 161<br>24 hr emergency number 1800 819783 |
| **Electrician - Rob Oxford (RDO Electricals)**<br>6 Macwood Rd, Smiths Lake | **Electrician - Steve Brack**<br>0416 285 178 |
| **Electrician - Cliff Manners**<br>6554 2215<br>0419 408 628 | **Locksmith - F&T Security Locksmiths**<br>48 Mackintosh St, Forster<br>6555 6111 |
| **Supplies** | |
| **Bungwahl Store**<br>2600 The Lakes Way, Bungwahl<br>4997 6132 | **Smiths Lake News and Supa Mart**<br>Macwood Rd, Smiths Lake<br>6554 0117 |
| **Frothy Coffee Boat Shed**<br>1 Amaroo Drive, Smiths Lake<br>6554 420 | |

# 4 Buildings & Capacity

## 4.1 Capacity under COVID-19 restrictions

The capacity of the station is reduced during COVID-19 restrictions. Room and total station capacities are outlined in Section 2.3, page 10.

## 4.2 Capacity outside of COVID-19 restrictions

*The following applies only when COVID-19 physical distancing requirements and other travel restrictions are removed.*

~~The field station can cater for a maximum of 56 people with the general admission dorms, and an extra 24 beds in the restricted OEH dorm. Although camping is permitted (except in certain areas at risk of falling tree branches) the carrying capacity of the station is capped to 80 and groups in excess of this size will not be booked.~~

The buildings of the station comprise the following:

- Two general admission dormitory blocks (SL7 & SL9) with 56 beds in double bunks. SL7 has 4 rooms of 6 beds (SL9) has one room of 12 beds and 2 rooms of 10 beds.
- One restricted dormitory (SL3) of 8 rooms of 3 beds (OEH, UNSW and other universities with prior approval and no undergraduate student use allowed);
- One ablutions block (SL2) – 3 showers (hot/cold water), 3 toilets and 3 basins in each of the male and female sections;
- One lab/kitchen building (SL1) with three rooms. Kitchen has 3 fridges, 1 food only freezer, 1 microwave oven and gas stove/oven. Lab has one non-food freezer, general use dissecting microscopes and cupboards, bench space and storage space. There is also a vermin-proof storeroom (The Rat Proof Room);
- One outdoor cookhouse (SL5) with open sides, with 2 wood barbeques, 5 gas rings and 2 double sinks with hot/cold water;
- One covered outdoor learning area (SL6) with open sides which also functions as a mess hall, and a storage room at one end with chairs, tables, and 1 refrigerator;
- One two-room storage building (SL8 - restricted access);
- One boatshed (SL4 - restricted access).
- A woodshed near SL5 (general access) and 3 pump sheds (restricted access).

# 5 Services

## 5.1 Water

It is important to conserve water. All our drinking water, kitchen water and (except in very rare circumstances) our ablutions, comes from our rainwater tanks. While we have a large storage capacity, it is still a limited supply and wasteful use of water soon drains it, so please be conscious of our water and use wisely. Taps and showers in the ablutions block are on timer switches to improve our water conservation. Please check the water level on the gauge on the window sill in the lab on departure and inform the field station manager and fill in the sheet with the details.

### *5.1.1 Drinking and cooking water*

All of our rainwater tanks are connected in a reticulated system and all taps supplying this, with the exception of those in the ablutions block (see below) are suitable for drinking and cooking. The tanks at the eastern end of the lab & rat proof room have taps fitted which allow gravity fed water. This is an important resource in the event of a power failure where the reticulated water is not available.

### *5.1.2 Non-drinkable water (Ablutions Block SL2)*

This water is supplied from three separate sources. The main source is the connected tank system as noted above, from either the large tank behind the block or, in most circumstances, from the other tanks. These tanks contain rainwater only. There is a small back-up tank for emergencies which contains creek water. **Do not drink water from the taps in the ablutions block** as there is a very low chance that this water could be contaminated with creek water although this supply is only connected in very rare circumstances.

Taps in the hand basins are push button and timer activated; push again as required. Taps in the shower block are on a timer setting. To use, press the button and the water will come on for three minutes; for hot water turn to the left, for cold water turn to the right. Shower will turn off automatically after three minutes, and will remain off for some time.

**If you have no hot water in the shower, please make sure that you have turned the tap to the left (for hot water).**

### *5.1.3 Water supply issues:*

If there is no reticulated water (either cold or hot) coming through the taps, there may be a problem with the power supply – see under electricity below. Hot water to the kitchen and cookhouse is supplied by a gas hot water system located in the outdoor cookhouse (SL5) and there is a similar supply in each of the two rooms in the ablutions block (SL2). If there is no hot water (but there is cold water), check to see that the appropriate system is switched on and connected to gas and electrical supply. Refer also to gas below. If you experience difficulties with the water supply in the ablutions block or in any other areas, but the power is working, it may be necessary to swap the supply for the whole system from one pump shed to another, or for the ablutions block to be supplied by the tanks behind the ablutions block. To switch between the various water supplies, first contact the plumber, Geoff McCarthy, or the caretaker and follow his advice. Please also notify the field station manager.

## 5.2 Gas/Firewood

### *5.2.1 Gas.*

Gas for cooking and hot water is supplied from two 500 kg gas tanks (one next to the kitchen (SL1) and one behind the ablutions block (SL2). These are filled periodically by Elgas. If the gauge on top of either tank shows that the tank is less than 30% full, please inform the field station manager.

### *5.2.2 Firewood.*

Firewood is supplied by a local contractor. It is kept in a shed near the entrance to the field station. If the firewood supply is low, please inform the caretaker. The firewood provided in the woodshed is for use in the cooking fires (provided that there are no fire bans) and for the slow combustion heater in the COLA (SL6). This is not for bonfires in the bonfire pit. Please note that you need to supply your own axe. Safety glasses and gloves are provided for chopping wood in a sealed container just inside the door of the woodshed. Please also refer to SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires in the appendix.

## 5.3 Electricity

The field station has only single-phase power to supply a large amount of electrically powered equipment and appliances. The main circuit breaker, along with several others, is located in the main distribution board (fuse box) at the eastern end of the COLA (SL6). All power supply switches are Residual Current Devices (RCD aka Safety Switches) in accordance with the WHS Regulation 2011 Clause 164.

If there is a power failure, either total or partial, the above distribution board is the first place to look in order to restore power. Other distribution boards are found at the eastern end of the lab/kitchen building (SL1), in the north-eastern room in the old dormitory block (SL7), at the western end of the far dormitory (SL9), the female section of the ablutions block (SL2) and in the OEH dormitory (SL3). The switches for the outdoor cookhouse (SL5) are on the board in SL7 and the boatshed is supplied by the main board (SL6).

If the power blackout is not caused by an overloaded circuit, then the problem probably lies somewhere outside the field station and you will then have to wait for the local distributor to restore power. This might only take a few hours but it can be a lot longer after a major storm. At such times it might be necessary to use buckets of water from the creek to flush toilets and to obtain drinking and cooking water from the gravity fed taps on the tanks adjacent to SL1. To provide light there is usually a supply of candles in the Rat Proof Room. If power is not back on after 24 hours, check with the local distributor. They might advise that a local electrician needs to be called.

Please note that there is a single 15-amp power point in the COLA (SL6) which is to be used for 15 amp appliances only. Currently the only 15 amp appliance at the station is one of the conveyer toasters which lives in the rat proof room (SL1) and this should only be used at that outlet. Do not under any circumstances modify a 15-amp appliance so that it plugs into a 10-amp power point.

### 5.4 Waste Water

Waste water from the toilets and showers is piped to an Ecomax treatment system. It comprises three cells of specially treated soil that are housed in the mounds outside the ablutions block. Normally only two cells are in operation at any one time. Switching on and off of cells is the responsibility of the field station management. If the red light on the instrument on top of the septic tank starts to flash, please immediately contact the plumber, Geoff McCarthy. If this number does not answer, inform the caretaker or field station manager.

Waste from the sinks in the cookhouse enters a grease trap and is then pumped to the Ecomax system. The power point for the pump is located on a post near the grease trap. Do not switch off the power at this point. If the grease trap is overflowing, please immediately contact the plumber, Geoff McCarthy and await further instructions.

## 5.5 Rubbish Removal

The field station currently has one small rubbish bin and one larger recycling bin, which are kept along Horse Point Rd near the intersection with Dogwood Rd, and a skip opposite the entrance to the field station. Please fill the bins before filling the rubbish skip. Please use the correct bins when putting rubbish or recyclables in them. The bins are currently emptied by Great Lakes Council on Wednesdays.

The skip is removed once a month, on the third Monday. In periods of heavy use (especially from December through to April) it is emptied more often, at the discretion of the manager. While we are aware of when these heavy periods are and plan accordingly, the skip may still be full on arrival, possibly due to illegal rubbish dumping. If this is the case, please report it to the field station manager.

Please DO NOT dump excess rubbish next to the skip in the vain hope that someone will clear it away – they won't, and it will just attract animals that will spread the waste further around the station.

Small bins are also provided for use around the field station. In order to prevent animals getting into the bins, please keep the lids on them at all time. Please also ensure that no rubbish is left behind in these after your stay.

Please note that there is no system for composting kitchen waste.

## 5.6 Cleaning/Maintenance

Cleaning of the field station and maintenance of the grounds is done by local casual staff of UNSW. Users of the field station are, however, expected to leave it in a clean and tidy condition when they depart, including removing rubbish and cleaning the ablutions block. Please leave things where you found them. **If you feel the need to move crockery, cutlery, utensils, appliances etc, please move them back to their original locations before you leave.**

# 6 What we do and do not supply

## 6.1 Items not supplied

In the true tradition of field stations, many things are left behind, despite all requests to take belongings, food etc. upon departure. This can be seen as a blessing when you arrive and forget to bring something such as cooking oil, detergent, bin bags, etc. In the past, people have come to rely upon the kindness of strangers and have requested that these be replaced when supplies have run out. Please be aware that such items MAY be there on arrival or MAY NOT. We do not supply these and are not responsible when such supplies run out, but if you find them you are welcome to use them.

We DO NOT supply the following items (though there may be some onsite left-over):

- axe or other equipment for chopping wood (see below) – your axe is your responsibility as is the maintenance of such;
- Garbage bags (although we supply garbage bins we do not supply bags);
- Soap for bathrooms/showers;
- Foil and cling wrap;
- Cooking oil, salt, pepper or other condiments;
- Dishwashing detergent and other cleaning products;
- Tea towels, sponges etc for cleaning dishes;
- Gloves

## 6.2 Cooking and food storage

There are two wood barbeques and five gas rings in the cookhouse (SL5). In the lab/kitchen building (SL1) there are three fridges, one freezer, a gas stove/oven and a microwave oven. The kitchen is for food only - do not store bait or samples in the freezer or refrigerator in the kitchen - there is a freezer for this purpose in the lab. There is an extra refrigerator in the covered area of the COLA (SL6) which can be used for food only in addition to the kitchen refrigerators if required.

All cutlery, plates, mugs, and so on, are stored in the kitchen along with a large selection of cooking/food preparation utensils. There is also a food storage room, which is known as the “Rat Proof Room”. It is advisable to store all food which does not require refrigeration. Vermin are attracted to the kitchen. At night please keep the doors closed once you have finished with the kitchen. Please do not leave food behind in the Rat Proof Room or kitchen.

Please also refer to the safety documents in the appendix:

SCI-BEES-SWP-5392 General use of Smiths Lake Field Station

SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires

### 6.3 Beds

Beds are double bunks with wooden slats and foam mattresses. Visitors must supply pillows, sheets and blankets or sleeping bags. Please do not move the mattresses around or leave them outside.

### 6.4 Toilet paper and paper towel

These are supplied by the field station and are kept in the Rat Proof Room (SL1). If the supply is low, please inform the field station manager.

### 6.5 Fire-fighting equipment

Fire extinguishers are provided at various points around the field station, and there is a fire blanket in the kitchen. There are also several external taps, one near the cookhouse (SL5), at the ablutions block (SL2), at the boatshed tank (SL4) and at the pump shed on the lawn and hoses may be found in the ablutions block. In the event of a fire, please follow the emergency evacuation procedures and head to the evacuation area at the shore of the lake.

### 6.6 Tables and chairs

There are about 18 tables of various sizes at the field station. Some are collapsible and some are not. They are stored in the storage area in the communal building with the exception of two which stay at the cookhouse (SL5) and those which stay in the lab (SL1). Plastic chairs are also stored in this storage area. There are signs indicating where particular furniture items should be stored. Please adhere to this storage pattern and stack items in areas indicated for them - failure to do so may result in being charged an extra cleaning fee.

Please do not leave behind furniture items for storage for your own personal use at a later time, unless you have the express permission of the field station manager. Unauthorised items will be removed and disposed of. Please also refer to SCI-BEES-SWP-5392 General use of Smiths Lake Field Station in the appendix.

### 6.7 First aid kits and defibrilator

A first aid kit is kept in the lab in SL1; users are advised to bring their own supply of first aid items to supplement those at the station. There is also a defibrillator located in the lab which should only be administered by a qualified first aider.

### 6.8 Laboratory equipment

A selection of books on natural history and on biology generally is kept in the lab/kitchen building. Please put any books that you use back on the shelves when you leave. A selection of microscopes, together with lamps, is available in cupboards in the lab (SL1) and a freezer available for chemicals or samples (not food).

### 6.9 Sporting equipment (including canoes and paddleboards)

Table tennis equipment is available for use and is stored with the tables and chairs. 1 canoe and 2 paddleboards are available for general use. Please note that the canoe is heavy and cumbersome. Life vests must be worn when using the canoe and boards and these are found in the rat proof room. Please read and follow the safety precautions recommended in the SCI-BEES-RMF-11930 Use of unpowered watercraft in the appendix.

### 6.10 Boat shed and equipment in restricted storage areas (SL4 & SL8)

Four dinghies and five outboard motors are stored in the boatshed (SL4) with boating equipment, some fuel, sampling gear, and other general equipment. The boats and outboard engines are only available for use by members of the School of BEES. Similarly, a selection of equipment is available to BEES users in the restricted store rooms (SL8) - please contact the station manager if you have further enquiries

# 7 Safety

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, there are three safety documents which must be read before travelling to Smiths Lake. **This is a mandatory condition of staying at the field station**. Users may do this in either two ways:

**UNSW Staff and students** should access these documents through Safesys, the University's safety management system. You can either open the hyperlinks or, if these don't work, log onto safesys and navigate to the documents by document number or title. You can then read the documents on safesys and then declare as read by clicking the button at the bottom of the page.

OR

**Visitors external to UNSW** must read the documents attached in the appendix and at least one member of each group (the group leader) must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents and email to smithslake@unsw.edu.au . Others in the group in the group may sign but are not required to do so but their names should be either listed on the sign-off sheet or attached as a separate document. By signing this sheet, the group leader also indicates that they will be responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

The fieldwork leader will discuss medical and security emergency procedures with participants upon arrival at the field station including introducing the First Aid trained personnel. The participants must provide the fieldwork leader with home contact/next of kin information (for UNSW, completion of the HS009 form). In the event of a medical or security emergency the fieldwork leader will make contact with both (UNSW Security and Field Station Manager) and with the home contact/next of kin.

Whilst undertaking field activities in the district around the field station the fieldwork leader will ensure all participants return safely to the field station. If anyone is missing all appropriate information will be gathered by the fieldwork leader and if required passed on to emergency service agencies listed above. No contact will be made with any media agency. If the media request information regarding an emergency situation at the field station the request must be directed to the UNSW Media Office (02) 9385 2864 for comment.

## 7.1 Food preparation safety

### *7.1.1 General food safety*

Keep it cold

- keep the fridge below 5oC
- put any food that needs to be kept cold in the fridge straight away
- don't eat food that's meant to be in the fridge if it's been left out for 2 hours or more
- defrost and marinate foods in the fridge, especially meats
- shop with a cooler bag, picnic with an esky.

Keep it clean

- wash and dry hands thoroughly before starting to prepare or eat any food, even a snack
- keep benches, kitchen equipment and tableware clean and dry
- don't let raw meat juices drip onto other foods
- separate raw and cooked food and use different cutting boards and knives for both
- avoid making food for others if sick with something like diarrhoea.

Keep it hot

- cook foods to at least 60oC, hotter for specific foods
- reheat foods to at least 60oC, until they're steaming hot
- make sure there's no pink left in cooked meats such as mince or sausages
- look for clear juices before serving chicken
- heat to boiling all marinades containing raw meat juices before serving.

### *7.1.2 Large groups*

For large groups, where a small number of people do the food preparation for many people (e.g. course fieldtrips), the following safety requirements apply:

- The person who oversees cooking for large groups should have food hygiene training
    - Two free online courses are recommended: (1) DoFoodSafely, Provided by the Victorian Government; or (2) Environmental Health Australia / Federation Council Food safety course
    - This should mean a group knows of the key principles of food safety (e.g. 2 h/ 4 h rule, no cross contamination, washing hands regularly, food storage)
- You should incorporate a sanitising step when prepping and cleaning
    - Use a food grade sanitiser (one that doesn't required rinsing afterwards, but is safe to use for cooking once it's dried)
- You should bring and use a food temperature probe.

## 7.2 Arboviruses

Mosquito-borne viruses, such as those causing Ross River Disease and Barmah Forest Disease, are prevalent in the area. While many people who are infected show no symptoms, a minority can be affected to various degrees by these diseases and a few people have become very ill. The best protection is to avoid being bitten by mosquitoes – keep screen doors closed, wear suitable clothing, use insect repellent, and spend as little time as possible in the ablutions block. A supply of repellents and insecticides is usually kept in the Rat Proof Room for those people who have not brought their own.

### 7.3 Snakes & Spiders

Snakes are occasionally seen in the vicinity of the field station and sometimes within the grounds. The most dangerous are the Eastern Brown Snake and the Death Adder. A range of spiders may be found around the area and are more likely to be encountered than snakes. Some will be venomous and some not, so it is best to treat all with caution. All visitors to the field station are advised to wear appropriate clothing, including long pants and stout shoes, especially at night. Check your shoes or boots for spiders if these are left outside rooms. Please be particularly careful when handling wood in the wood shed – take a torch to help to find any spiders which may be present and use gloves when removing wood and use the gloves supplied in the sealed container near the door.

### 7.4 Ticks

Depending on weather conditions and the stage of their life cycle, ticks can be very common in the bush around the field station; sometimes they can even be found in large numbers within the grounds. Many people who are bitten show only mild symptoms. A tick bite, however, especially if not detected early, can be serious for some. To minimise the risk of being bitten, wear appropriate clothing and use insect repellent. Occasionally check your clothing and body for ticks. The recommended treatment for ticks is to remove with Lyclear if small, or they can be frozen with wart remover if larger. Both of these can be found in the first aid kit in the lab (SL1). If in doubt seek medical assistance from the nearest medical centre (see page 10).

### 7.5 Camping Under Trees

The risk of being injured or killed by falling trees or branches is probably not as severe in the field station grounds as in some other areas of the Myall Lakes National Park. It is, however, forbidden to camp near the larger paperbarks and swamp mahoganies. Signs in the grounds advise of areas where camping is not permitted.

### 7.6 Water safety

Even when the lake is low, there are some parts of the creek that runs beside the field station which are quite deep. This is especially true near the boatshed. The risk of drowning in the creek would be small for an adult but not so for a young child. Parents and other adults are advised not

to allow young children to wander unaccompanied near the creek and children should be supervised by an adult when in the lake.

### 7.7 Fires and evacuations

Great care should be exercised around bonfires and when using the barbecues and stoves. At times of total fire bans, no fires may be lit. In the event of a bushfire, the field station is thought to be reasonably safe. The lawn and the lake itself can act as a refuge for anyone trapped at the field station. The muster area during an emergency is at the lake edge near the boatshed. Signs on the lab/kitchen building and in the dormitories give advice regarding emergency procedures and contact details, and emergency exits are indicated with exit lights.

Fire – ring 000 (NSW Rural Fire Service – Bush Fire Information Line ph. 1800 679 737 or www.**rfs**.nsw.gov.au)

Weather (BoM http://www.bom.gov.au/australia/meteye/)

Fire response and evacuation information will be discussed with participants upon arrival at the field station. The fieldwork leader will monitor all fire activity in the district and keep participants informed. Similarly, the fieldwork leader will make a daily weather check for local district and will modify/abandon activities to avoid lightning strikes or other potential weather-related hazards.

Medical - Ambulance (ring 000) & nearest hospital Bulahdelah Community Hospital (02) 4987 9900 Security – Police (ring 000) & local 24 hour station – Forster Police Station (02) 6555 1299

### 7.8 Smoking

Both UNSW and National Parks ban smoking on their properties. Consequently, smoking is also banned at the field station.

https://www.nationalparks.nsw.gov.au/safety/no-smoking-in-national-parks

https://www.wellbeing.unsw.edu.au/smoke-free-university

# 8 Appendices

## Appendix 1. Safety Documents

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, there are three safety documents which must be read before travelling to Smiths Lake (attached here and are also displayed throughout the station in appropriate locations). **This is a mandatory condition of staying at the field station**. Users may do this in either two ways:

**UNSW Staff and students** should access these documents by accessing SafeSys, the University's safety management system. You can either open the hyperlinks or, if these don't work, log onto SafeSys and navigate to the documents by document number or title. You can then read the documents on SafeSys and then declare as read by clicking the button at the bottom of the page. For class groups, one person from a group visiting the field station (the group leader) must do this and is responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

OR

**Visitors external to UNSW** - One person from a group visiting the field station (the group leader) must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents and email to smithslake@unsw.edu.au . Others in the group in the group may sign but are not required to do so but their names should be either listed on the sign-off sheet or attached as a separate document. By signing this sheet, the group leader also indicates that they will be responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

The sign-off sheet must be received no later than three working days before your arrival at the field station and completion of the form is mandatory for non-UNSW visitors. Likewise UNSW visitors must read and declare as read these documents on Safesys no later than three days before arrival at the station and this is mandatory for UNSW visitors. Failure to comply will result in being blocked from further use of the station.

### A1.1. Safety Documents List:

| Document number | Document name |
|---|---|
| SCI-BEES-RMF-6542 | General use of Smiths Lake Field Station |
| SCI-BEES-SWP-5392 | General use of Smiths Lake Field Station |
| SCI-BEES-SWP-5344 | Chopping wood, collecting kindling and lighting fires |
| SCI-BEES-SWP-7285 | Use of unpowered watercraft |

## A1.2. COVID safety plans required by NSW government.

**HOTELS AND ACCOMMODATION SAFETY PLAN**

Completed by

Full name Mira van der Ley

Email address m.vanderley@unsw.edu.au

**Wellbeing of staff and customers**

Advise staff and visitors who are unwell with respiratory symptoms or fever to immediately get tested and place themselves in isolation until they have received their results.

- See section 2.2

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

- See section 2.2

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

- Staff take standard UNSW training.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

- Staff take standard UNSW training.

Consider whether appropriate cancellation or booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

- Visitors are able to cancel at any time and are only charged after the visit.

Display conditions of entry and communicate key health messages and changes to staff, customers, visitors, residents and agencies (website, social media, email, reception).

- This document is available on the Smiths Lake Information page
- Visitors are required to agree to the details in this User Guide

Consult with your Local Emergency Management Committees (LEMC) to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to customers.

- Pending response from Mid Coast Council.

Ensure COVID-19 Safety Plans are in place, where relevant, for: restaurants and cafes, swimming pools, gyms, beauty, nail, tanning and hairdressing salons

- n/a

Calculate the floor area in open plan communal areas, such as kitchens/ BBQ areas, shared dining areas or showers, to determine the maximum number of people who can safely occupy the space (one person per 4 square metres).

- Section 2.3

Display signs at entrances with the maximum safe capacity and have strategies in place to reduce crowding and contact between different household units or groups, such as a bookings system

- Room capacities and behavioural reminders are posted around the site.

**Physical distancing**

If your facility has dormitory or shared accommodation, ensure beds are spaced apart by at least 1.5 metres. If an adult resident or guest is required to self-isolate they must not share a room with anyone else. Consider how a single room might be used in this situation.

- Section 2.3.1

Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points.

- Not practical

Use contactless check-in where, reasonably practical, to reduce the movement of customers and the number of surfaces touched. If signatures are required, clean pens between customer use with a disinfectant solution or wipe.

- Section 2.5

Move or remove tables and seating as required, including in waiting areas, to support 1.5 metres of physical distance. Members of the same household are not required to physically distance.

- N/A

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as check-in.

- N/A

Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific workstations

- N/A – staff clean alone or with members of household.

Use telephone or video for essential meetings where practical.

- N/A

Stagger start times and breaks for staff members to minimise the risk of close contact, where reasonably practical.

- N/A

Review regular deliveries and request contactless delivery and invoicing where practical.

- N/A

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick up or drop off zones.

- N/A

Adopt good hand hygiene practice and ensure hand hygiene facilities are available to customers and staff.

- Section 2.4

Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.

- Section 2.1

Make hand sanitiser available at key points around the facility and encourage frequent use.

- Section 2.1

**Hygiene and cleaning**

Consider strategies to reduce the number of surfaces touched by customers.

- Section 2.4

Clean public areas frequented by staff or customers at least daily with detergent/disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent/disinfectant solution or wipe.

- Section 2.4

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

- Section 2.4

Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, residents should not share dishes, drinking glasses, cups or eating utensils.

- Section 2.4

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

- Section 2.4

Limit the use of cash transactions by encouraging contactless payment options.

- Section 2.5

Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days, including a room number where relevant. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

- Section 2.6

Employers should make staff aware of the COVIDSafeapp and the benefits of the app to support contact tracing if required.

- Section 2.6

Record keeping

- Section 2.6

**CARAVAN PARKS AND CAMPING GROUNDS**

Completed by

Full name Mira van der Ley

Email address m.vanderley@unsw.edu.au

**Wellbeing of staff and customers**

Advise staff and visitors who are unwell with respiratory symptoms or fever to immediately get tested and place themselves in isolation until they have received their results.

- See section 2.2

Consider how visitors could be isolated while awaiting results where practical.

- See section 2.2

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

- Staff take standard UNSW training.

Display conditions of entry (website, social media, venue entry).

- This document is available on the Smiths Lake Information page
- Visitors are required to agree to the details in this User Guide

Consider whether appropriate cancellation or similar flexible booking policies are in place where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

- Visitors are able to cancel at any time and are only charged after the visit.

Ensure COVID-19 Safety Plans are in place, where relevant

- All in this document

**Physical distancing**

Where practical, have a staff member responsible for ensuring physical distancing of camp sites.

- UNSW staff aren't on campus, group leaders are responsible for ensuring physical distancing.

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing wherever practical.

- Signage in communal areas; Section 2.3

Visitors staying at the grounds may have guests, but the total number of people at any outdoor gathering should not exceed 30. If the grounds are a person's place of residence they may have up to 20 visitors to their residence at any one time.

- Section 2.3

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.

- Section 2.3

Use telephone or video for essential meetings where practical.

- N/A

If your facility has dormitory or shared accommodation, ensure beds are spaced apart by at least 1.5 metres. If an adult resident or guest is required to self-isolate they must not share a room with anyone else. Consider how a single room might be used in this situation.

- Section 2.3.1

Review regular deliveries and request contactless delivery and invoicing where practical.

- N/A

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5 m physical distancing from students where practical.

- Section 2.3

**Hygiene and cleaning**

Adopt good hand hygiene practices.

- Section 2.4.1

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment.

- Section 2.4

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.

- Section 2.4

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

- Section 2.4

Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, residents should not share dishes, drinking glasses, cups or eating utensils.

- Section 2.4

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

- Section 2.4

Encourage contactless payment options.

- Section 2.5

Keep a record of name and a mobile number or email address for all staff, visitors and contractors wherever possible for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID- 19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

- Section 2.6

Employers should make staff aware of the COVIDSafeapp and the benefits of the app to support contact tracing if required.

- Section 2.6

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

- Section 2.2.1

## A1.3. Safe Work Procedure – Cleaning

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **Soft plastics** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Damp dust + Detergent |
| **Hard plastics** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Painted metal surfaces** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Deliberately Greased or Oiled metal surfaces** | Clean at least daily or every shift change | Clean according to manufacturer's recommendations | Clean weekly | Clean according to manufacturer's recommendations |
| **Wood** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Damp dust + Detergent |
| **Laminate** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Glass** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Concrete** | Clean and | Detergent + | Clean weekly | Detergent |

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **(polished)** | disinfect at least daily or every shift change | Disinfectant | | |
| **Concrete (rough)** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Vacuum (HEPA) or<br>Detergent |
| **Leather** | Clean and disinfect at least daily or every shift change | Clean and disinfect according to manufacturer's recommendations | Clean weekly | Clean according to manufacturer's recommendations |
| **Fabric** | Clean at least daily or every shift change | Detergent + Steam clean<br>If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent | Clean weekly | Vacuum (HEPA)<br>Damp dust +Detergent<br>If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent |
| **Paper** | Not suitable for cleaning | Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.<br>If use is unavoidable, and individual use is not feasible, use aplastic protective sheet over the page.<br>Clean and disinfect plastic protective sheet at least daily. | Not suitable for cleaning | Use alternate, cleanable options, such as electronic tablets<br>If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page. |
| **Alcohol- based** | Clean and disinfect | Detergent + Disinfectant | Clean weekly | Detergent |

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **hand sanitiser dispenser** | at least daily | | | |
| **Ceiling** | Spot clean and disinfect daily & wash yearly, e.g. access hatches and surrounds | Detergent + Disinfectant | Spot clean weekly & wash every 3 years | Damp dust + Detergent |
| **Chairs - non-upholstered**<br>e.g. plastic chairs, wooden chairs, other non-padded chairs | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Cleaning Equipment** | Clean and disinfect after use | Detergent + Disinfectant | Clean after use | Detergent |
| **Curtains and Blinds** | Clean weekly | Damp dust + Detergent | Clean monthly | Refer to manufacturer's recommendations<br>Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations |
| **Door frames** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Door handles** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean daily | Detergent |
| **Floor (non- slip vinyl)** | Clean and disinfect at least daily | Detergent + Disinfectant | Damp mop daily | Detergent |
| **Floor (polished concrete)** | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **Fridges** | Weekly, & defrost to clean as required<br>Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily | Detergent + Disinfectant | Monthly & defrost as required<br>Daily spot check— clean when necessary | Refer to manufacturer's recommendations<br>Detergent |
| **Hand rails, stair rails** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Keys and locks and padlocks** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Refer to manufacturer's recommendations<br>Isopropyl alcohol- based wipes/sprays<br>Detergent |
| **Light and Power point Switches** | Clean and disinfect at least daily | Detergent + Disinfectant Damp dust | Clean weekly | Damp dust + Detergent |
| **Lights/lighting** | Clean and disinfect daily | Detergent + Disinfectant | Clean weekly | Refer to manufacturer's recommendations<br>Detergent |
| **Microwave** | Clean and disinfect frequently touched points on microwave at least daily | Detergent.<br>Disinfectant on outside surfaces only. | Clean daily | Refer to manufacturer's recommendations<br>Detergent |
| **Push/pull doors (with and without a** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **push plate)** | | | | |
| **Remote controls** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Shelves (and items on shelves)** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Shower** | Clean and disinfect at least daily or after each use if shared facilities | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |
| **Sink (hand washing & kitchen)** | Clean and disinfect at least daily | Detergent<br>Disinfectant on areas around sink only, not in sink | Clean daily | Detergent |
| **Tables / desks** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Telephone** | Clean and disinfect at least daily & more regularly if shared by multiple users | Detergent + Disinfectant Damp dust | Clean weekly | Detergent |
| **Toilet** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent + disinfectant |
| **Toilet doors and locks** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |
| **Walls** | Spot clean and disinfect touched walls at least daily & full clean yearly | Detergent + Disinfectant | Spot clean weekly & full clean yearly | Damp dust + Detergent |
| **Windows** | Spot clean and disinfect touched windows at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Window frames (sliding servery** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |

| | Routine cleaning | | | |
|---|---|---|---|---|
| | Frequently touched surfaces | | Infrequently touched surfaces | |
| | **Frequency** | **Method** | **Frequency** | **Method** |
| **window types)** | | | | |
| **Electrical equipment** | Clean and disinfect at least daily or between users if shared | Detergent + Disinfectant | Clean weekly | Refer to the manufacturer's recommendations |
| **Bollards** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Hoses** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Ladders** | Clean and disinfect between shifts or users | Detergent + Disinfectant | Clean weekly | Detergent |
| **Power tools and hand tools** | Clean and disinfect between shifts or users | Refer to the manufacturer's recommendations<br>Isopropyl alcohol- based wipes/sprays | Clean weekly | Refer to the manufacturer's recommendations<br>Isopropyl alcohol- based wipes/sprays |
| **Roller door handles** | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |

## A1.4. Risk Management Form – General Use of Station SCI-BEES-RMF-6542

# Risk Management Form

Print Instructions | Clone As New

## Document Details

Enter the details of the document. The Risk Management Procedure (HS329) should be consulted to assist in the completion of this form.

| | | | | | |
|---|---|---|---|---|---|
| Document Number | SCI-BEES-RMF-6542 | Current Author | Mira van der Ley | Original Author | Frank Hemmings |
| Approval Status | Approved | Approval Date | 22/06/2020 | | |

| | |
|---|---|
| Title * | General use of Smiths Lake Field Station |
| Faculty * | Science |
| School * | School of Biological, Earth and Environment |
| Approver * | Mira van der Ley |
| Period of time before next review | ○ 6 months ○ 1 year ○ 2 years ◉ 3 years ○ N/A |
| OR | |
| Next Review Date | 22/06/2023 |
| Review Date Reminder | ☐ 1 day ☐ 5 days ☐ 10 days ☐ 15 days ☑ 30 days ☐ 45 days ☐ 60 days ☐ 90 days |

## Risk Management Details

| | |
|---|---|
| Risk Management Form Description | General use of Smiths Lake Field Station by visitors and contractors including cooking and use of kitchen. |
| Locations | FSSL-All Areas |
| Persons at Risk * | ☑ Workers<br>☑ Students<br>☑ Visitors<br>☑ Contractors<br>☐ Members of the public |
| Consultation Process * | Persons must read this form |
| Related Legislation, Standards, Codes of Practice etc. * | WHS Act 2011; WHS Regulations 2017; HS917 Fieldwork Procedure; HS406 Fieldwork Guidelines; AS 4555-2002 (AG 105-2002) Domestic gas Refrigerators, AS 4555-2002 (AG 105-2002)Amdt 1-2011, Standards relating to microwave ovens –(AS/NZS 3350.2.6:2006, AS/NZS 3350.2.6:2006/Amdt 1:2008, AS/NZS 60335.2.25:2002, AS/NZS 60335.2.25.2002/Amdt 1:2005, AS/NZS 20335.2.25:2011 (IEC TEXT), AS/NZS 60335.2.25:2002/Amdt 2:2006, AS/NZS 60335.2.25/Amdt 3:2006, ), Standards relating to cooking ranges, hobs and ovens (AS/NZS 60335.2.6:2008, AS/NZS 60335.2.6:2008/Amdt 1:2008, AS/NZS 60335.2.6:2008/Amdt 2:2009, AS/NZS 60335.2.6:2008?Amdt 3:2010, AS/NZS 60335.2.6:2008/Amdt 4:2011), HS432 Manual Handling Guide, HS706 Guide to Safe Manual Handling, Australia New Zealand Food Standards Code Standard 3.2.2 Food Safety Practices and General Requirements. |

| | |
|---|---|
| Related Safety Documents | SCI-BEES-RMF-6641-Chopping wood, kindling collection and lighting fires.<br>SCI-BEES-RMF-889-GIS field course at Smiths Lake<br>UNSW-UNSW-SWP-3484-Working with a ladder<br>SCI-BEES-RMF-18119-Fieldwork at Smith's Lake during elevated fire risk<br>SCI-BEES-SWP-5392-General use of Smiths Lake Field Station<br>SCI-BEES-RMF-2646-GEOS3731 Coastal Geomorphology Smiths Lake Field Trip<br>SCI-BEES-SWP-10344-Field sampling for DNA |
| Related Equipment | |
| Related Activities | |

**Hazards and Risks**

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new hazard' at the end of this box

| | |
|---|---|
| Hazard Task/Scenario * | Moving tables and chairs, pots and cooking equipment - strain and overuse injuries |
| Hazard Category * | Manual handling - Poor technique |
| Associated Harm * | Muslce and soft tissue strain and overuse injuries |
| Existing Controls * | • Always use correct lifting techniques, bending at knees when lifting low objects and standing close to objects to avoid straining<br>• Sharing load with more than one person where necessary<br>• Use of trolleys and other equipment to minimize lifting<br>• When filling large pots of water from tank, do not over fill<br>• When filling urn, place urn in desired location and use pots or other receptacles to fill rather than fill urn directly itself as it is large and can be heavy<br>• Do not over fill pots/receptacles<br>• If moving toaster to from regular place in kitchen to other desired location, use 2 people as item is particularly heavy<br>• Use of equipment according to SWP |
| Additional Controls | |

| | | | | | |
|---|---|---|---|---|---|
| Risk Consequence | 2. Minor | Risk Likelihood | D. Unlikely | Risk Rating | Low |

| | |
|---|---|
| Cost of Controls | |
| Is this reasonably practicable? | (•) Yes ( ) No |

| | |
|---|---|
| Hazard Task/Scenario * | Moving tables and chairs - crush injuries and cuts |
| Hazard Category * | Crush/entanglement |
| Associated Harm * | Lifting objects could result in crush injuries when lowered and cuts from sharp surfaces |
| Existing Controls * | • Be careful when lifting to place hands in safe position so as to avoid crushing when object is lowered<br>• Wear covered footwear to minimise risk of dropping objects onto feet<br>• Use gloves where necessary (such as for rough or sharp edges or where pinching is a risk)<br>• Inspect furniture for damage and repair as required or remove rough or sharp edges.<br>• Do not sit on stacked chairs |

| | | | | | |
|---|---|---|---|---|---|
| | • Do not sit on tables<br>• Do not carry stacks of chairs alone<br>• Follow SWP | | | | |
| Additional Controls | | | | | |
| Risk Consequence | 2. Minor | Risk Likelihood | E. Rare | Risk Rating | Low |
| Cost of Controls | | | | | |
| Is this reasonably practicable? | (•) Yes ( ) No | | | | |
| Hazard Task/Scenario * | Use of electrical items - electric shock | | | | |
| Hazard Category * | Electrical | | | | |
| Associated Harm * | Electrical shock | | | | |
| Existing Controls * | • Inspect power cords and outlets before use for signs of deterioration or exposed wires<br>• All equipment tagged and tested and up to date<br>• All circuits fitted with RCD.<br>• Use of equipment according to SWP | | | | |
| Additional Controls | | | | | |
| Risk Consequence | 2. Minor | Risk Likelihood | E. Rare | Risk Rating | Low |
| Cost of Controls | | | | | |
| Is this reasonably practicable? | (•) Yes ( ) No | | | | |
| Hazard Task/Scenario * | Hot oil, hot water, hot cooking surfaces, applicances and utensils - burns | | | | |
| Hazard Category * | Temperature | | | | |
| Associated Harm * | Burns | | | | |
| Existing Controls * | • Do not drop oil onto hot surfaces – it will spit, add oil onto cool surfaces and bring up to heat<br>• Keep hands and face away from spitting oil<br>• Use appropriate length utensil for the job<br>• Always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body.<br>• Use oven mitts or other protective equipment supplied for handling hot pots, pans, dishes etc.<br>• Always wear covered footwear in kitchen & cookhouse<br>• Do not move urn when full of water or hot.<br>• Be aware that when urn, toaster and pots are in use their surfaces will be hot – do not touch these surfaces<br>• Check water level through exterior gauge rather than opening lid so as to avoid steam burns<br>• Be careful if lifting lid to top up on water – wear long sleeved clothing to minimise any chance of steam burns.<br>• Only move toaster when itis turned off and cool.<br>• Follow SWP | | | | |
| Additional Controls | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Risk Consequence | 3. Moderate | Risk Likelihood | E. Rare | Risk Rating | Medium |

Cost of Controls

Is this reasonably practicable? (•) Yes ( ) No

| | |
|---|---|
| Hazard Task/Scenario * | Cooking with naked flames - burns |
| Hazard Category * | Temperature |
| Associated Harm * | Burns |
| Existing Controls * | • Use long matches and/or tongs to maintain safe distance from fire when lighting<br>• Tie back long hair and loose overhanging clothing<br>• Long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame<br>• When lighting gas outdoor gas burners, or oven/cook top, be aware of gas cut-off valve (in case of oven/cook top, valve is at floor level at base back of unit)<br>• Do not allow the gas to run while you light the match otherwise fumes will build up – light the match first then turn the gas on to light the cook top or burners.<br>• When lighting oven, be aware that if pilot goes out it has a reset time of approximately 1 minute – any attempt to relight during that time will not work<br>• Keep an eye on gas when cooking to ensure flame(s) do not intentionally go out on cook top or burners<br>• For oven, main flame will intermittently turn on and off but pilot light should be on if main flame is out.<br>• If there is a gas smell, check the burners/cook top/oven. If no obvious problem but still strong gas smell turn off gas taps, turn off at cut off valves and call for the plumber/gas repairer)<br>• When turning off outdoor gas burners, always switch off at the shut of valve first before witching off at individual burner valves to prevent gas build up.<br>• Follow SWP provided |
| Additional Controls | |

| | | | | | |
|---|---|---|---|---|---|
| Risk Consequence | 3. Moderate | Risk Likelihood | E. Rare | Risk Rating | Medium |

Cost of Controls

Is this reasonably practicable? (•) Yes ( ) No

| | |
|---|---|
| Hazard Task/Scenario * | Food preparation and other - knives, potentially broken glass and tin edges |
| Hazard Category * | Sharps/Needlesticks |
| Associated Harm * | Cuts |
| Existing Controls * | • Always cut away from you, not towards<br>• Be observant when carrying knives and other sharp utensils<br>• Be aware of opened tins having sharp surfaces – do not hold from cut top surface<br>• Clean up broken glass with dust pan and broom and dispose of in rubbish (not glass recycling)<br>• Always wear covered footwear in kitchen & cookhouse<br>• First aid kit on site<br>• Follow SWP |
| Additional Controls | |

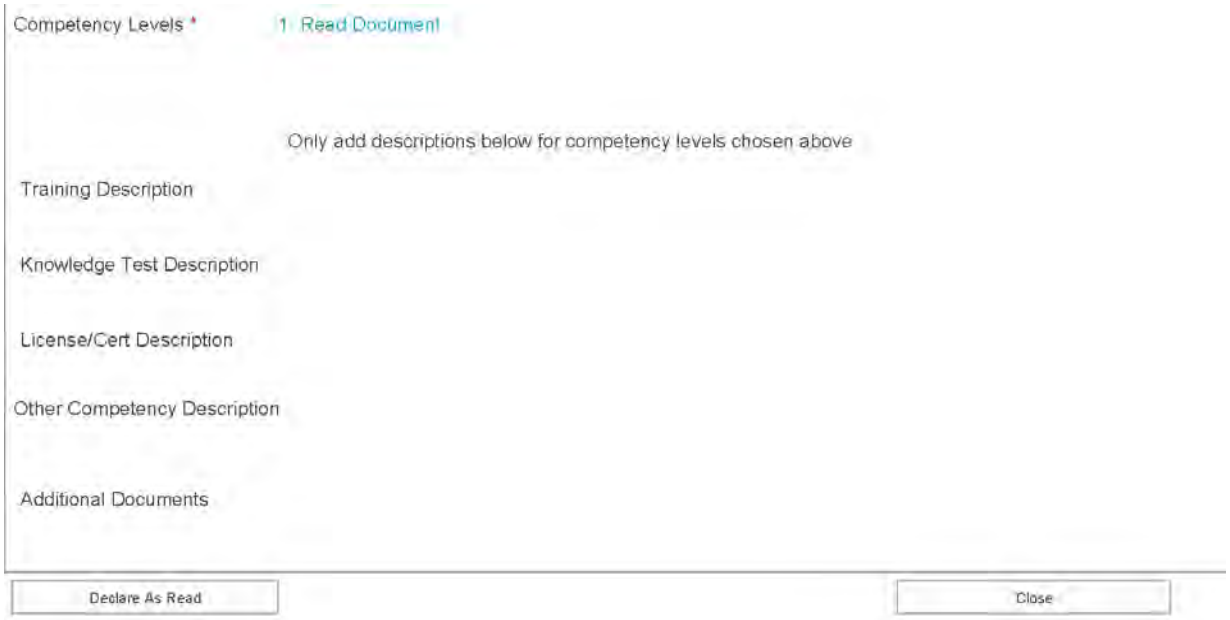
| | | | | | |
|---|---|---|---|---|---|
| Risk Consequence | 2. Minor | Risk Likelihood | D. Unlikely | Risk Rating | Low |

| | | | | | | |
|---|---|---|---|---|---|---|
| Cost of Controls | | | | | | |
| Is this reasonably practicable? | ◉ Yes ○ No | | | | | |
| Hazard Task/Scenario * | Food preparation - bacterial infections, food allergies | | | | | |
| Hazard Category * | ZOther | | | | | |
| Associated Harm * | Illness from contaminated food, illness or anaphylaxis from allergen. | | | | | |
| Existing Controls * | • Participants should notify of any dietary requirements and allergies.<br>• Ensure food is stored, prepared and dishes are cleaned in a hygienic manner, including regular washing of hands and use of gloves<br>• Ensure any surfaces/dishes that become in contact with meat are cleaned thoroughly with hot soapy water<br>• For student tips, ensure students preparing food have adequate supervision while preparing food. | | | | | |
| Additional Controls | | | | | | |
| Risk Consequence | 2. Minor | Risk Likelihood | E. Rare | Risk Rating | Low | |
| Cost of Controls | | | | | | |
| Is this reasonably practicable? | ◉ Yes ○ No | | | | | |
| Hazard Task/Scenario * | Mosquito borne diseases | | | | | |
| Hazard Category * | Animal & insect - Disease | | | | | |
| Associated Harm * | Various viral illnesses includign Ross River Fever and Barmah Forest Virus | | | | | |
| Existing Controls * | • Be alert to the presence of mosquitoes which may be variable according to time of year and weather.<br>• Wear long clothing which protects arms and legs, especially at tiems and in places where mosquitoes are most active.<br>• Wear insect repellent and use mosquito coils in outdoor areas to further repell mosquitoes.<br>• Keep doors shut to rooms or use fly screen doors where provided - do not leave doors open to rooms, especially around dawn and dusk when mosquitoes are most active. | | | | | |
| Additional Controls | | | | | | |
| Risk Consequence | 2. Minor | Risk Likelihood | E. Rare | Risk Rating | Low | |
| Cost of Controls | | | | | | |
| Is this reasonably practicable? | ◉ Yes ○ No | | | | | |
| Hazard Task/Scenario * | Food poisoning | | | | | |
| Hazard Category * | Biological - Organism/infection | | | | | |
| Associated Harm * | Ilness of one or more people: abdominal cramps, diarrhea, vomiting, fever, weakness, nausea, | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | headaches | | | | | |
| Existing Controls * | Aprropriate food storage and handling techniques. | | | | | |
| Additional Controls | Online Food handling course. Free course: http://dofoodsafely.health.vic.gov.au/welcome.php | | | | | |
| Risk Consequence | 2. Minor | Risk Likelihood | B. Likely | Risk Rating | Medium | |
| Cost of Controls | Free or $16 plus | | | | | |
| Is this reasonably practicable? | (•) Yes ( ) No | | | | | |
| Hazard Task/Scenario * | Coronavirus | | | | | |
| Hazard Category * | Biological | | | | | |
| Associated Harm * | COVID-19 | | | | | |
| Existing Controls * | All visitors MUST follow all special requirements outlined in the Smiths Lake User Guide v5.1 (or higher). This is available from the Smiths Lake Field Station facilities webpage: https://www.bees.unsw.edu.au/about-us/facilities/smiths-lake-field-station | | | | | |
| Additional Controls | | | | | | |
| Risk Consequence | | Risk Likelihood | | Risk Rating | | |
| Cost of Controls | | | | | | |
| Is this reasonably practicable? | (•) Yes ( ) No | | | | | |

**Other Risk Management Details**

| | |
|---|---|
| Date All Controls Implemented | 22/06/2020 |
| Emergency Procedures * | In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. The Field Station Manager has current first aid training, but groups are to also provide adequate numbers of first aid trained staff. First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration. |
| Competency and Training Required | |


Competency Levels *
1. Read Document
Only add descriptions below for competency levels chosen above
Training Description
Knowledge Test Description
License/Cert Description
Other Competency Description
Additional Documents
Declare As Read
Close

## A1.5. Safe Work Procedure – General use of Smiths Lake Field Station SCI-BEES-SWP-5392

# Safe Work Procedure

Print Instructions | Clone As New

**Document Details**

Enter the details of the document. The Safe Work Procedures Guideline (HS027) should be consulted to assist in the completion of this form.

| | | | | | |
|---|---|---|---|---|---|
| Document Number | SCI-BEES-SWP-5392 | Current Author | Mira van der Ley | Original Author | Frank Hemmings |
| Approval Status | Approved | Approval Date | 02/02/2020 | | |

| | |
|---|---|
| Title * | General use of Smiths Lake Field Station |
| Faculty * | Science |
| School * | School of Biological, Earth and Environment |
| Approver * | Mira van der Ley |
| Period of Time Before Next Review | ○ 6 months ○ 1 year ○ 2 years ● 3 years ○ N/A |
| OR | |
| Next Review Date | 2/02/2023 |
| Next Review Date Reminder | ☐ 1 day ☐ 5 days ☐ 10 days ☐ 15 days ☐ 30 days ☐ 45 days ☐ 60 days ☐ 90 days |

**Safe Work Procedure Details**

| | |
|---|---|
| Safe Work Procedure Description | General use of Smiths Lake Field Station by visitors and contractors including cooking and use of kitchen. |
| Locations | FSSL-All Areas |
| Related Legislation, Standards, Codes of Practice etc. * | WHS Act 2011; WHS Regulations 2011; HS917 Fieldwork Procedure; HS406 Fieldwork Guidelines; AS 4555-2002 (AG 105-2002) Domestic gas Refrigerators, AS 4555-2002 (AG 105-2002)Amdt 1-2011, Standards relating to microwave ovens –(AS/NZS 3350.2.6:2006, AS/NZS 3350.2.6:2006/Amdt 1:2008, AS/NZS 60335.2.25:2002, AS/NZS 60335.2.25.2002/Amdt 1:2005, AS/NZS 20335.2.25:2011 (IEC TEXT), AS/NZS 60335.2.25:2002/Amdt 2:2006, AS/NZS 60335.2.25/Amdt 3:2006, ), Standards relating to cooking ranges, hobs and ovens (AS/NZS 60335.2.6:2008, AS/NZS 60335.2.6:2008/Amdt 1:2008, AS/NZS 60335.2.6:2008/Amdt 2:2009, AS/NZS 60335.2.6:2008?Amdt 3:2010, AS/NZS 60335.2.6:2008/Amdt 4:2011), HS432 Manual Handling Guide, HS706 Guide to Safe Manual Handling; Australia New Zealand Food Standards Code Standard 3.2.2 Food Safety Practices and General Requirements. |
| Related Safety Documents | SCI-BEES-RMF-6641-Chopping wood, kindling collection and lighting fires.<br>UNSW-UNSW-SWP-3484-Working with a ladder<br>SCI-BEES-RMF-114-Marine based fieldtrips to Smiths Lake (BIOS3081 Ocean to Estuarine Ecosystems and MSCI9001 Masters of Conservation Biology)<br>SCI-BEES-RMF-889-GIS field course at Smiths Lake<br>SCI-BEES-SWP-7285 - Use of unpowered watercraft<br>SCI-BEES-RMF-6542 - General use of Smiths Lake Field Station<br>SCI-BEES-RMF-2646-GEOS3731 Coastal Geomorphology Smiths Lake Field Trip<br>SCI-BEES-SWP-10344-Field sampling for DNA<br>SCI-BEES-RMF-248-MSCI2001 field trip |
| Related Equipment | |

Related Activities

**Hazards and Risks**

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new hazard' at the end of this box

| | |
|---|---|
| Hazard Category * | Manual handling - Poor technique |
| Controls * | • Always use correct lifting techniques, bending at knees when lifting low objects and standing close to objects to avoid straining<br>• Sharing load with more than one person where necessary<br>• Use of trolleys and other equipment to minimize lifting<br>• When filling large pots of water from tank, do not over fill<br>• When filling urn, place urn in desired location and use pots or other receptacles to fill rather than fill urn directly itself as it is large and can be heavy<br>• Do not over fill pots/receptacles<br>• If moving toaster to from regular place in kitchen to other desired location, use 2 people as item is particularly heavy<br>• Use of equipment according to SWP |
| Hazard Category * | Crush/entanglement |
| Controls * | • Be careful when lifting to place hands in safe position so as to avoid crushing when object is lowered<br>• Wear covered footwear to minimise risk of dropping objects onto feet<br>• Use gloves where necessary (such as for rough or sharp edges or where pinching is a risk)<br>• Inspect furniture for damage and repair as required or remove rough or sharp edges<br>• Do not sit on stacked chairs<br>• Do not sit on tables<br>• Do not carry stacks of chairs alone<br>• Follow SWP |
| Hazard Category * | Electrical |
| Controls * | • Inspect power cords and outlets before use for signs of deterioration or exposed wires<br>• All equipment tagged and tested and up to date.<br>• All circuits fitted with RCD.<br>• Use of equipment according to SWP |
| Hazard Category * | Temperature |
| Controls * | • Do not drop oil onto hot surfaces – it will spit, add oil onto cool surfaces and bring up to heat<br>• Keep hands and face away from spitting oil<br>• Use appropriate length utensil for the job<br>• Always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body<br>• Use oven mitts or other protective equipment supplied for handling hot pots, pans, dishes etc.<br>• Always wear covered footwear in kitchen & cookhouse<br>• Do not move urn when full of water or hot.<br>• Be aware that when urn, toaster and pots are in use their surfaces will be hot – do not touch these surfaces<br>• Check water level through exterior gauge rather than opening lid so as to avoid steam burns<br>• Be careful if lifting lid to top up on water – wear long sleeved clothing to minimise any chance of steam burns.<br>• Only move toaster when it is turned off and cool<br>• Use long matches and/or tongs to maintain safe distance from fire when lighting |

| | |
|---|---|
| | • Tie back long hair and loose overhanging clothing<br>• Long clothing can protect from heat but highly flammable clothing should not be worn when cooking near open flame<br>• When lighting gas outdoor gas burners or BBQ, or oven/cook top, be aware of gas cut-off valve (in case of oven/cook top, valve is at floor level at base back of unit)<br>• Do not allow the gas to run while you light the match otherwise fumes will build up – light the match first then turn the gas on to light the cook top or burners.<br>• When lighting oven, be aware that if pilot goes out it has a reset time of approximately 1 minute – any attempt to relight during that time will not work<br>• Keep an eye on gas when cooking to ensure flame(s) do not unintentionally go out on cook top or burners.<br>• For oven, main flame will intermittently turn on and off but pilot light should be on if main flame is out.<br>• If there is a gas smell, check the burners/cook top/oven. If no obvious problem but still strong gas smell turn off gas taps, turn off at cut off valves and call for the plumber/gas repairer).<br>• When turning off outdoor gas burners and gas BBQ, always switch off at the shut of valve first before witching off at individual burner valves to prevent gas build up.<br>• Follow SWP provided |
| Hazard Category * | Sharps/Needlesticks |
| Controls * | • Always cut away from you, not towards<br>• Be observant when carrying knives and other sharp utensils<br>• Be aware of opened tins having sharp surfaces – do not hold from cut top surface<br>• Clean up broken glass with dust pan and broom and dispose of in rubbish (not glass recycling)<br>• Always wear covered footwear in kitchen & cookhouse<br>• First aid kit on site<br>• Follow SWP |
| Hazard Category * | ZOther |
| Controls * | • Participants should notify group leader of any dietary requirements and allergies.<br>• Participants with allergies should carry an epipen and know how to use it and instruct others in group on how to do so. |
| Hazard Category * | Animal & insect - Disease |
| Controls * | Various viral illnesses includign Ross River Fever and Barmah Forest Virus<br>• Be alert to the presence of mosquitoes which may be variable according to time of year and weather.<br>• Wear long clothing which protects arms and legs, especially at times and in places where mosquitoes are most active.<br>• Wear insect repellent and use mosquito coils in outdoor areas to further repell mosquitoes.<br>• Keep doors shut to rooms or use fly screen doors where provided - do not leave doors open to rooms, especially around dawn and dusk when mosquitoes are most active. |
| Hazard Category * | Biological - Organism/infection |
| Controls * | Aprropriate food storage and handling techniques.<br>• Ensure food is stored, prepared and dishes are cleaned in a hygienic manner, including regular washing of hands and use of gloves<br>• Ensure any surfaces/dishes that become in contact with meat are cleaned thoroughly with hot soapy water<br>• For student tips, ensure students preparing food have adequate supervision while preparing food. |

**Safe Work Procedure Instructions**

Resources Required

Instructions *

**1) Moving furniture:**

- Check items prior to moving for obvious signs of damage and for rough, sharp or pinch point hazards.
- Mark damaged items to prevent use and notify Frank Hemmings ASAP on 9385 3274.
- Keep lifting to as light as possible by using more frequent carrying of single items rather than fewer trips of stacked items.
- Seek help to team lift awkward, bulky or heavy items.
- Test the weight prior to lifting an item.
- To unfold tables
  - Place the table face down on a flat surface
  - Unfold the legs from the base
  - Slide the joint locks over the joints
  - Turn table upright and only use on a stable surface
- To store tables – use the reverse of the above procedure

**2) Use of gas cooker, BBQ and outdoor gas burners**

Ensure that you have read the safety information before proceeding

For outdoor gas burner:

- Ensure gas cut-off valve is open
- Turn on desired burner at individual tap and light with match
- Place desired cooking vessel/item on burner
- When cooking is done, turn off at cut off valve
- Turn off at individual burner after allowing flame to die out.

For outdoor gas BBQ:

- Turn on main gas cut-off valve
- Turn on desired burner at individual burner dial to ignition marker and light by pressing ignition switch at same time
- Turn burner dial back to desired temperature setting.
- When cooking is done, turn off at cut off valve
- Turn off individual burner switches after allowing flame to die out.
- Scrape solid debris off bbq plate and wipe down with apper towel if necessary.
- Do not scour surface
- Surface should remain non-stick. Do not oil surface pof hot plate but lightly oil food to be barbecued instead.

For kitchen cooker:

A. Open gas cut off valve if necessary

B Lighting oven

- Set the oven thermostat control knob to "OFF" (0 degrees). The Thermostat is located at the top left corner above the oven doors.
- Open the oven door, depress and hold the Pilot button.
- Light the pilot burner located inside the bottom of the oven, at the front left of the burner.
- When lit, continue holding the Pilot down for 15 seconds before releasing it.
- Pilot should remain lit. If not, wait 5 minutes and repeat from step 3. If the Pilot will not stay lit after several attempts, release the Pilot button and contact your service technician or the Manufacturer.
- Set the oven thermostat to the desired temperature, 0 to 340 degrees, by turning the knob clockwise or anti-clockwise respectively.
- To turn the oven OFF, turn the thermostat clockwise to "0 degrees".
- Press the Pilot OFF button to shut the pilot off.

C. Lighting the open top burners (hotplates)

- Locate the FRONT or REAR control knob corresponding to the Open burner required.
- Turn the knob anti-clockwise completely and manually light the burner.
- Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
- To turn the burner off, depress and turn the knob clockwise fully.

D. Lighting the griddle

- Locate the GRIDDLE control knob corresponding to the griddle.
- Depress the knob slightly and turn to PILOT position.
- Push the knob in and hold. Immediately light the Pilot burner, located through the open cut hole beside the corresponding knob. Continue holding down the knob for 10 seconds after the pilot is lit before releasing the knob.
- Pilot burner should remain lit. If it goes out, repeat from step 3.
- Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
- To turn the burner off, depress and turn the knob clockwise fully.

**3) Use of refrigerators, freezers and electrical kitchen appliances**

- Inspect power outlet and cords for any obvious signs of damage, and if applicable ensure door seals properly;
- If using urn, place in desired location before filling, fill receptacle with water and carry to urn to fill urn up; use multiple refills if necessary rather than overfilling receptacle;
- If moving toaster to/from regular place in kitchen to other desired location, use 2 people as item is particularly heavy
- Turn on applicance at power outlet if necessary and turn on at appliance;
- Place items in refrigerator, freezer, or microwave taking care to follow manual handling guidlines to avoid strain injuries
- For microwave oven select power and time settings and then press start;
- Remove objects from refrigerator, freezer, or microwavetaking care to follow manual handling guidlines to avoid strain injuries - take care with microwave as items may be hot.
- Wipe down inside of microwave with a damp cloth/sponge after use when cool;
- Turn items off after use except chest freezers - **Do not turn chest freezers off.**
- Only move toaster when it is turned off and cool.
- Wipe down inside of refrigerators and leave doors ajar to allow air to circulate and refrigerators to dry.
- For urn, drain off any excess water through tap and do not put urn away until it has cooled.

| | |
|---|---|
| Emergency Procedures * | In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. The Field Station Manager has current first aid training, but groups are to also provide adequate numbers of first aid trained staff. First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration. |
| Cleanup and Waste Disposal Instructions | |
| Competency and Training Required | |
| Competency Levels * | 1. Read Document |
| | Only add descriptions below for competency levels chosen above |
| Training Description | |
| Knowledge Test Description | |
| License/Cert Description | |

Other Competency Description
Additional Documents
Declare As Read
Close

## A1.6. SCI-BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires

# Safe Work Procedure

Print Instructions | Clone As New

**Document Details**

Enter the details of the document. The Safe Work Procedures Guideline (HS027) should be consulted to assist in the completion of this form.

| | | | | | |
|---|---|---|---|---|---|
| Document Number | SCI-BEES-SWP-5344 | Current Author | Mira van der Ley | Original Author | Frank Hemmings |
| Approval Status | Approved | Approval Date | 22/06/2020 | | |

| | |
|---|---|
| Title * | Chopping wood, collecting kindling and lighting fires |
| Faculty * | Science |
| School * | School of Biological, Earth and Environment |
| Approver * | Mira van der Ley |
| Period of Time Before Next Review | ○ 6 months ○ 1 year ○ 2 years ● 3 years ○ N/A |
| OR | |
| Next Review Date | 22/06/2023 |
| Next Review Date Reminder | ☐ 1 day ☐ 5 days ☐ 10 days ☐ 15 days ☐ 30 days ☐ 45 days ☐ 60 days ☐ 90 days |

**Safe Work Procedure Details**

| | |
|---|---|
| Safe Work Procedure Description | Firewood is supplied at Smiths Lake Field Station for cooking and heating with slow combustion stove. It is supplied as large blocks and needs to be split or cut, and kindling also needs to be gathered before lighting fires. Wood or kindling should not be collected form the adjacent National Park; kindling may be gathered on the lawn and around the station. Open fires should not be lit during fire bans. |
| Locations | FSSL-SL5-G-G01; FSSL-SL6-G-G02 |
| Related Legislation, Standards, Codes of Practice etc. * | WHS Act 2011; WHS Regulations 2011; HS432 Manual Handling Guide, HS706 Guide to Safe Manual Handling. |
| Related Safety Documents | SCI-BEES-RMF-6641-Chopping wood, kindling collection and lighting fires<br>SCI-BEES-RMF-889-GIS field course at Smiths Lake<br>SCI-BEES-RMF-15514-Chopping wood, kindling collection and lighting fires - General RMF |
| Related Equipment | |
| Related Activities | |

**Hazards and Risks**

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new hazard' at the end of this box

| | |
|---|---|
| Hazard Category * | Manual handling - Poor technique |
| Controls * | • When moving wood and kindling always follow manual handling guidelines – lift from the legs not the back.<br>• Wood chopper to always use two hands on axe handle; one about mid way the other towards the end will provide for more control of the motion of the axe.<br>• Wood chopper should only swing from shoulder height or below. Not above head height – will cause loss of control of axe and muscle strain injuries and back injuries.<br>• Use hatchet to divide the larger pieces of kindling; only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot. |
| Hazard Category * | Sharps/Needlesticks |
| Controls * | • Keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe.<br>• Onlookers to stand well clear of chopper<br>• Wood/ kindlingchopper to always use two hands on axe/hatchet handle; one about mid way the other towards the end will provide for more control of the motion of the axe.<br>• Wear safety boots when chopping wood – never wear thongs.<br>• PPE – use leather gloves and wear safety goggles.<br>• Use minimum force when splitting wood. |
| Hazard Category * | Animal & insect - Bite/scratch/kick |
| Controls * | Bites and stings including envenomation form both invertebrates (spiders) and vertebrates (snakes) and ticks<br>.• Be observant when collecting and handling wood and kindling (and when walking into adjacent bush) – make sure no spiders are present on pieces of wood when these are collected. Keep and eye out for snakes at all times.<br>• Where protective clothing and insect repellent when likely to encounter animals, gloves as well when collecting wood/kindling.<br>• Check for ticks on body after collecting wood and kindling or walking to adjacent bush.<br>• If a snake is seen, step awaycarefully; do not aggravate the snake as much as possible.<br>• In the event of snake or spider bite, first aid kit with pressure bandage is available in the lab. Pressure bandage to be applied to bitten area and affected person to be immobilised as far as possible. Call for assistance as soon as possible if bitten.<br>• In the event of tick bite, apply liquid nitrogen freeze spray to tic and tick will drop off. It is now considered preferable to feeze rather than remove ticks with forceps. Spray is available in first aid kit in lab. |
| Hazard Category * | Temperature |
| Controls * | • Use long matches and/or tongs to maintain safe distance from fire when lighting.<br>• Tie back long hair and loose overhanging clothing.<br>• Long clothing can protect from heat but highly flammable clothing should not be worn when cooking near open flame.<br>• Be careful when lighting fire – have fire blanket and fire extinguisher close by. |
| Hazard Category * | Air quality - Fumes/smells/dust |
| Controls * | • Keep out of smoke; move away from direction in which smoke travels (smoke is more of a problem at the bbq because it is directed up the flue at the slow combustion stove).<br>• Do not inhale smoke. |

• Move away from fire if required.
• Wash eyes/face with water if affected by smoke.

| | |
|---|---|
| Hazard Category * | Fire/Explosion |
| Controls * | • Only light fire when safe to do so - do not light fire when fire ban is present but cook on gas instead.<br>* Make sure there the hose is attached to the tap near the fire pit and does not represent a trip hazard. |

**Safe Work Procedure Instructions**

Resources Required

Instructions *

**Collecting fire wood from wood shed**

- wear shoes and gloves
- use adequate lighting to inspect wood pile from a safe distance for signs of snakes and spiders;
- Select log and take to chopping block - always follow manual handling guidelines, lifting from the legs not the back.

**Collecting kindling**

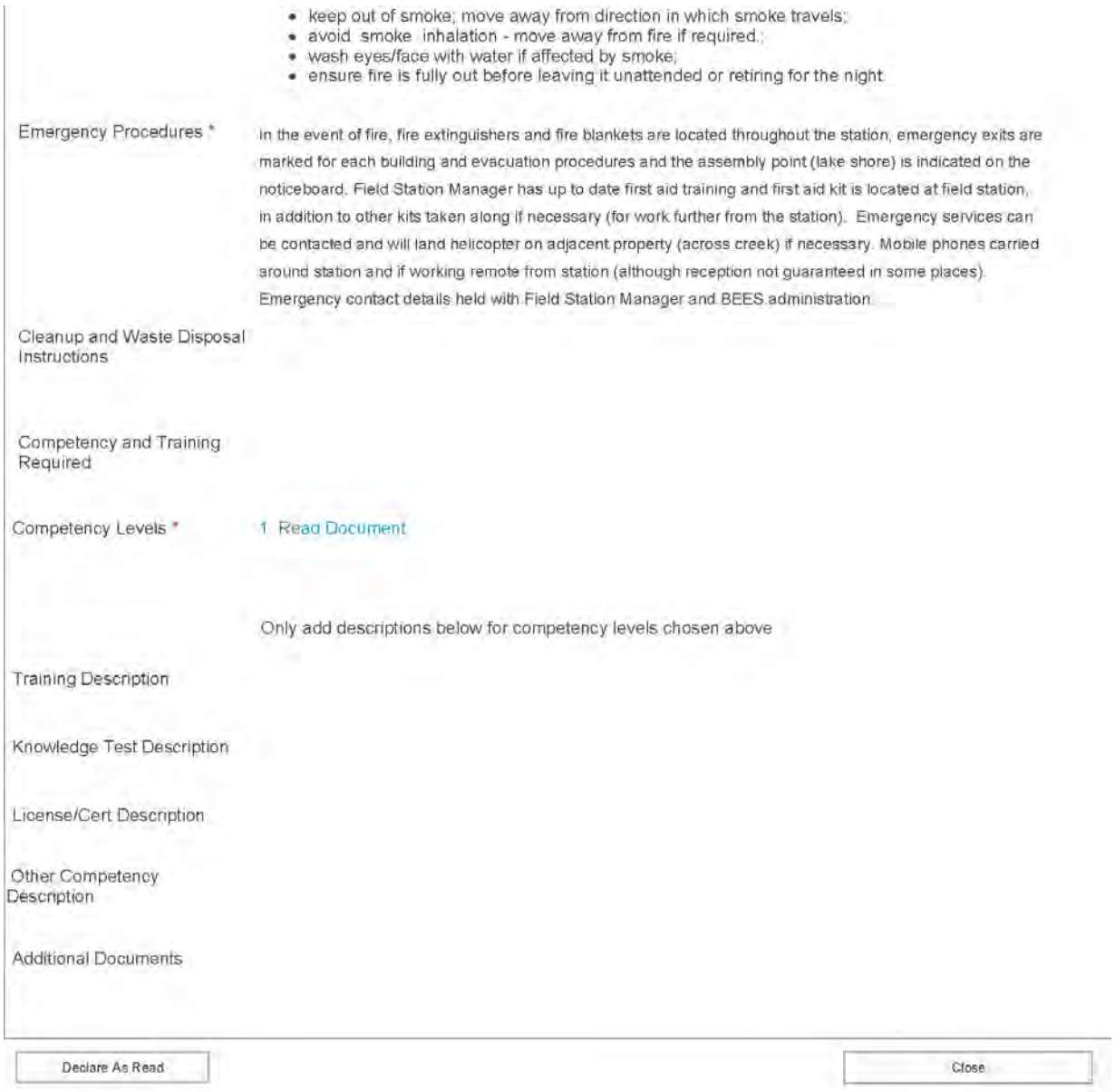
- wear shoes and gloves;
- always be vigilant for snakes and spiders;
- only collect kindling from the grounds of the field station - do not go into the adjacent National Park to collect kindling;
- carry kindling back to fire or chopping area for processing - always follow manual handling guidelines, lifting from the legs not the back.

**Chopping wood and processing kindling**

- wear covered shoes, preferably safety boots, when chopping wood – never wear thongs
- wear PPE - use leather gloves and wear safety goggles;
- keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe/hatchet;
- onlookers to stand well clear of chopper;
- wood chopper to always use two hands on axe/hatchet handle - one about mid way, the other towards the end. This will provide for more control of the motion of the axe;
- wood chopper should only swing from shoulder height or below, not above head height which will cause loss of control of axe and muscle strain injuries and back injuries;
- use minimum force when splitting wood;
- use hatchet to divide the larger pieces of kindling which are too big to be broken by hand, only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot.

**Lighting fires in BBQ pits and slow combustion stove**

- fires should not be lit during fire bans; cook on gas instead if this is the case;
- tie back long hair and loose overhanging clothing;
- long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame;
- be careful when lighting fire – have fire blanket and fire extinguisher close by and keep area around fire clear of combustible material (c. 2 metres),


keep out of smoke; move away from direction in which smoke travels;
avoid smoke inhalation - move away from fire if required.;
wash eyes/face with water if affected by smoke;
ensure fire is fully out before leaving it unattended or retiring for the night
Emergency Procedures *
In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. Field Station Manager has up to date first aid training and first aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.
Cleanup and Waste Disposal Instructions
Competency and Training Required
Competency Levels *
1. Read Document
Only add descriptions below for competency levels chosen above
Training Description
Knowledge Test Description
License/Cert Description
Other Competency Description
Additional Documents
Declare As Read
Close

## Appendix 2. UNSW Smiths Lake Field Station - Safety sign-off sheet all visitors (modified for COVID-19)

I have read and understood the following safety documents

- ☐ SCI-BEES-RMF-6542 General use of Smiths Lake Field Station
- ☐ SCI-BEES-SWP-5392 General use of Smiths Lake Field Station
- ☐ SCI-BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires

☐ I have read and understood details in the UNSW Smiths Lake Field Station User Guide, including requirements for cleaning and hygiene during COVID-19 restrictions.

☐ I am responsible for the safety of my group and will provide a briefing to ensure they understand and comply with the requirements outlined in the UNSW Smiths Lake Field Station User Guide and the above safety documents.

☐ On completion of the trip, I will provide a complete list of all participants, a contact (either email or mobile number), and the room they slept in.

☐ I understand the list of participants and their contact details will be held securely by UNSW Sydney for 28 days and will only be accessed for the purposes of COVID-19 contact tracing

☐ I will ensure no members of my group are from a hot-spot area, where it is directed to "Self-isolate and get tested immediately", unless they have been cleared by a Health Officer.

☐ Members of my group will not attend the Field Station if they show symptoms.

Signed

| _____ | _____ | _____ |
|---|---|---|
| Group leader name | Signature | Date |
| _____ | _____ | |
| Position / Company | Contact number | |

## Appendix 3. UNSW Smiths Lake Field Station – Attendance record for COVID-19 tracing

Dates of visit: _____ to _____

To the best of my knowledge, the list below accurately captures visitor details and lodging location for the purposes of COVID-19 tracing.

Signed _____ _____ _____

Group leader name | Signature | Date

_____ _____

Position / Company | Contact number

| | Name | Contact (email or mobile) | Lodging | Comments |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |

| | Name | Contact (email or mobile) | Lodging | Comments |
|---|---|---|---|---|
| 14 | | | | |
| 15 | | | | |
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## Appendix 4. Recreational Visits Sign-off

The UNSW Smiths Lake Research Station (the facility) is available for recreational visits by current UNSW staff members (group leader/s) and their immediate family under the following terms:

- An "immediate family" is defined in this case to mean a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the group leader/s;
- Immediate family members must be accompanied by the group leader/s at all times during the visit;
- A recreational group size is limited to 8 persons
- Recreational use of the facility extends only to accommodation dormitories, the kitchen and outdoor cooking areas, the ablutions block, and the covered group area. It does not extend to the boatshed nor any on-site water-craft;
- The cost of visiting the facility is set-out on https://www.bees.unsw.edu.au/about-us/facilities/smiths-lake-field-station
- Recreational groups take lowest priority if bookings clash with research or teaching groups – your booking may be moved or cancelled at short notice;
- The Smiths Lake Users Guide is to be read by the group leader/s
- It is compulsory the group leader to (1) complete and sign the table below; (2) complete and sign the
- UNSW Smiths Lake Field Station - Safety sign-off sheet all visitors (modified for COVID-19); and (3) complete the UNSW Smiths Lake Field Station – Attendance record for COVID-19 tracing
- The booking will not go ahead should these completed documents fail to be emailed back to the Smiths Lake Admin Team at smithslake@unsw.edu.au at least two weeks before the visit.

I understand and agree to the terms outlined above. I declare the list of recreational visitors listed below comply with the requirements of an "immediate family"

Signed: _____ _____ _____ _____

Group leader name | Signature | Date | Mobile number

| | Name | Age (price varies) | UNSW staff or Guest |
|---|---|---|---|
| 1 | | | UNSW staff member and group leader |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

## Appendix 5. Arrival/Departure Checklist and Guest Register

*Before departure, add this form (both sides checked off) to the guest book folder.*

Group leader: _____

Dates _____ to _____

| **SMITHS LAKE ARRIVAL CHECKLIST (report any issues to Station Manager)** | | |
|---|---|---|
| 1 | Power and lighting working? Make sure all switches on the distribution board in the ablutions block are turned on. | ☐ |
| 2 | Check water availability and pressure. Check hot water. If there is no water or the water pressure is low, inform the field station manager, and follow their instructions. Do not attempt to remedy the situation yourself. | ☐ |
| 3 | Turn on the fridges you need and make sure the freezers are still turned on. | ☐ |
| 4 | Inspect dorm rooms, ablutions block, kitchen for any issues (power, lights, water not working etc) & report | ☐ |
| 5 | Make sure that the submersible pump in the grease trap is turned on. The switch is located on the pole beside the grease trap (near the cookhouse). It should never be turned off. | ☐ |
| 6 | If you plan to use the fire pit (check if any fire bans are in place), take the hose from the ladies' toilets at attach to the tap next to the fire pit. Ensure the hose does not represent a trip hazard. | ☐ |
| | | |
| If there are any other problems relating to water supply, hot or cold, or to gas or electricity, please refer further to those items in the User Guide in Section 5, page 27. If unable to resolve, call the Station Manager. | | |
| Comments on arrival (e.g. cleanliness, anything not working) | | |

| SMITHS LAKE DEPARTURE CHECKLIST (report any issues to Station Manager) | | |
|---|---|---|
| 1 | Do not turn off any switches on any distribution boards | ☐ |
| 2 | Clean all fridges used and also the freezer if it was used. Do not leave food in them or in the Rat Proof Room or kitchen. Make sure all items were where you found them | ☐ |
| 3 | Turn off the fridges and leave the doors open (only the fridge in the outdoor area should be closed) | ☐ |
| 4 | Leave the chest freezers on. | ☐ |
| 5 | Make sure the pilot light and gas are off to the stove in the kitchen | |
| 6 | Return all cooking utensils, cutlery, plates, cups and glasses to the racks and benches in the kitchen. | ☐ |
| 7 | Put all chairs and tables into the storage area of the communal building in their appropriate areas and lock the roller door. Please follow the allocated areas for the different types of tables | ☐ |
| 8 | Empty all bins and return all small outdoor bins to the roller door storage area | ☐ |
| 9 | Clean up any facilities you used, including but not limited to: clean the kitchen (wipe benches, mop floor); sweep out the rooms, clean the ablutions block (hose out, clean toilets, ensure all toilet seat lids are closed). | ☐ |
| 10 | Inspect and clean BBQ as required. Make sure gas is turned off at the BBQ and outdoor burner outlets (but leave the large main gas bottle open) | ☐ |
| 11 | Turn off all the lights. | ☐ |
| 12 | Make sure all water outlet taps are turned off - do not turn off any taps on supply lines. | ☐ |
| 13 | Make sure all fires are extinguished. | ☐ |
| 14 | Return hose from the fire pit to the ablutions | ☐ |
| 15 | If you have used the restricted dormitory (SL3), take the mattress protectors off and leave in a pile in the corridor. | ☐ |
| 16 | Lock all the buildings, close all the windows, and return the key. | ☐ |
| 17 | Take all garbage and recyclables to the council red/yellow bins near Dogwood Rd or put them in the skip if the council bins are full. | ☐ |
| Comments on departure | | |

Thanks for staying at Smiths Lake Field Station!

## Appendix 6. Bookings with BEES Technical Staff

*Before departure, add this form (both sides checked off) to the guest book folder.*

Group leader: _____

Institution: _____

Dates _____ to _____

| **SMITHS LAKE ARRIVAL CHECKLIST (report any issues to Station Manager)** | | |
|---|---|---|
| 1 | Power and lighting working? Make sure all switches on the distribution board in the ablutions block are turned on. | ☐ |
| 2 | Check water availability and pressure. Check hot water. If there is no water or the water pressure is low, inform the field station manager, and follow their instructions. Do not attempt to remedy the situation yourself. | ☐ |
| 3 | Turn on the fridges you need and make sure the freezers are still turned on. | ☐ |
| 4 | Inspect dorm rooms, ablutions block, kitchen for any issues (power, lights, water not working etc) & report | ☐ |
| 5 | Make sure that the submersible pump in the grease trap is turned on. The switch is located on the pole beside the grease trap (near the cookhouse). It should never be turned off. | ☐ |
| 6 | If you plan to use the fire pit (check if any fire bans are in place), take the hose from the ladies' toilets at attach to the tap next to the fire pit. Ensure the hose does not represent a trip hazard. | ☐ |
| 7 | Check the correct tank configurations are set for the wastewater system. This changes depending on group size and season. | ☐ |
| 8 | Check bed slats for any damage | ☐ |
| 9 | Check first aid kit for missing items | ☐ |
| If there are any other problems relating to water supply, hot or cold, or to gas or electricity, please refer further to those items in the User Guide in Section 5, page 27. If unable to resolve, call the Station Manager. | | |
| Comments on arrival (e.g. cleanliness, anything not working) | | |

| SMITHS LAKE DEPARTURE CHECKLIST (report any issues to Station Manager) | | |
|---|---|---|
| 1 | Do not turn off any switches on any distribution boards | ☐ |
| 2 | Clean all fridges used and also the freezer if it was used. Do not leave food in them or in the Rat Proof Room or kitchen. Make sure all items were where you found them | ☐ |
| 3 | Turn off the fridges and leave the doors open (only the fridge in the outdoor area should be closed) | ☐ |
| 4 | Leave the chest freezers on. | ☐ |
| 5 | Make sure the pilot light and gas are off to the stove in the kitchen | |
| 6 | Return all cooking utensils, cutlery, plates, cups and glasses to the racks and benches in the kitchen. | ☐ |
| 7 | Put all chairs and tables into the storage area of the communal building in their appropriate areas and lock the roller door. | ☐ |
| 8 | Empty all bins and return all small outdoor bins to the roller door storage area | ☐ |
| 9 | Clean up any facilities you used, including but not limited to: clean the kitchen (wipe benches, mop floor); sweep out the rooms, clean the ablutions block (hose out, clean toilets, ensure all toilet seat lids are closed). | ☐ |
| 10 | Inspect and clean BBQ as required. Empty BBQ grease collector into a container and into the bin. Make sure gas is turned off at the BBQ and outdoor burner outlets (but leave the large main gas bottle open) | ☐ |
| 11 | Turn off all the lights. | ☐ |
| 12 | Make sure all water outlet taps are turned off - do not turn off any taps on supply lines. | ☐ |
| 13 | Make sure all fires are extinguished. | ☐ |
| 14 | Return hose from the fire pit to the ablutions | ☐ |
| 15 | Return axe to UNSW stores (SL8-G02) | |
| 16 | If you have used the restricted dormitory (SL3), take the mattress protectors off and leave in a pile in the corridor. | ☐ |
| 17 | Lock all the buildings (don't forget the woodshed), close all the windows, and return the key. | ☐ |
| 18 | Return the septic taps to the correct configuration for the time of year. | |
| 19 | Take all garbage and recyclables to the council red/yellow bins near Dogwood Rd or put them in the skip if the council bins are full. | ☐ |
| Comments on departure | | |

Thanks for staying at Smiths Lake Field Station!

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